

*Griffin Free Public Library
Board of Trustees Meeting
June 17, 2019*

Present: Nancy Mayland, Chair; Joe Forest, Treasurer; Liz Michaud, Secretary; Kathy Growney, Library Director; Brenda Beer, Alternate.

Absent: Sharon Bluhm, Alternate

Nancy Mayland started the meeting started at 6:39pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the May Board of Trustee Meeting.
- Motion to approve the minutes made by Joe Forest/Liz Michaud 2nd. All in favor.
- Reviewed the minutes of the May Strategic Planning Meeting.
- Motion to approve the minutes as amended, corrected spelling of names, made by Joe Forest/Liz Michaud 2nd. All in favor.
- Reviewed May action items.

Correspondence:

- N/A

Treasurers Report:

- Reviewed the Treasurers Report for May.
- We are low on the maintenance line of our budget, so we can move ahead with painting one side of the outside of the building.
- We are still holding onto the money for the children's shelving.
- Gift account discussion, Joe is doing some housekeeping to bring line items to \$0.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/ Joe Forest 2nd. All in favor.

Directors Report:

- Report reviewed and discussed.
- The library sign remodel is coming along, a comment was made about the temp sign that says closed Mon-Sun. This should be corrected on the permanent sign.
- Discussion about expanding the hours of the library, specifically opening at 10am everyday as opposed to opening later on the days we have evening hours. Kathy will include this as a question for the survey to the community.
- Kathy will work on the budget and the Board will review it at next month's meeting.
- Reviewed the new Tabletop Game Policy. A request was made to make it fit on one page and have it go out with each game.

- Motion to accept the Tabletop Game Policy as amended by Nancy Mayland/ Joe Forest 2nd. All in favor.
- Kathy checked with the Board about serving one glass of wine per person at the Friends fall fundraiser. Nancy said she had previously checked with Bill Herman and it is allowed as long as it is served responsibly.
- Statistics: For the first-time circulation is down, but Kathy thinks Hoopla is effecting the numbers. Nancy asked Kathy to break down the Hoopla numbers so we can compare. All other stats look good.

Friends of the Library:

- Liz suggested we have an event to thank the Friends Group for all their work. We will discuss a plan at next month's meeting.
- Table at the Old Home Day went well. More glass garden art was sold and they were able to market the library. Kathy suggested that next year we also do something interactive.

Old Business:

- Strategic Planning Meeting: Next Mtg scheduled for Thursday June 25th at 6:30pm.
- Investment Policy discussion, Joe will get us into PDEP and then will send information.
- Joe is working on getting St Mary's paperwork done.
- The Board signed paperwork for the Bank.
- The annual town audit was reviewed, and they have an exception with how we do our monthly revenues. Our software is Quicken and they would like us to use QuickBooks (the business version). The discussion included how to be on a clean cash basis. Joe to review with Bill Herman to see if he interprets it the same way and ask his opinion on what changes we should make.

New Business:

- We have a meeting scheduled to discuss the Book Sale on Monday July 15th at 6:30.
- Review of the NHLTA, everyone thought it was the best one in a few years.
- We will advertise again for an Alternate.
- Discussion of Teen Shut In night, Harry Potter Theme, to be held July 12 from 5-9.
- Painting of the library exterior, Kathy to contact the painter and schedule the deck and the north side.
- Discussion about selling tickets for local organizations. As much as we would like to support non-profit organizations, after much discussion we decided we are not able to support this request at this time.

Other Business:

- Book Sale Tent Rental from the Derry Rotary, cost will be \$100 and we will need at least four people to put it up. The Board agreed we will rent the tent. We still need to plot out where it will be placed and if we have room for other tents. We also need to decide where the cashiers will sit. Brenda to find out how we get it to auburn.
- Kathy would like to have get a tablecloth with the library logo for events like the Auburn Day. Kathy will order one from Vistaprint.

Actions Items:

- Kathy to contact the painter.
- Liz to send the ad for an Alternate Trustee to the Crier.
- Liz to send thank you notes to the businesses donating to the SRP and to Lindt.
- Liz to add to the July agenda – review the budget for 2020
- Liz to add to July agenda – thank you event for the friends.

The next meeting will be held Monday July 8th at 6:30pm.

Motion to adjourn the meeting made by Liz Michaud/Nancy Mayland 2nd. All in Favor.
Meeting adjourned at 8:49pm

Liz Michaud
Secretary