

*Griffin Free Public Library
Board of Trustees Meeting
September 9, 2019*

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

Also Present: Marilyne Cavanaugh

Nancy Mayland started the meeting started at 6:43pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the July Board of Trustee Meeting.
- Motion to approve the minutes made by Joe Forest/Liz Michaud 2nd. All in favor.
- Reviewed June action items.
- Reviewed the minutes of the August Strategic Planning Meeting.
- Motion to approve the minutes made by Liz Michaud/Joe Forest 2nd. All in favor.

Correspondence:

- N/A

Treasurers Report:

- Reviewed the Treasurers Report for July.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Joe Forest 2nd. All in favor.
- Reviewed the Treasurers Report for August.
- We are still holding onto the money for the children's shelving.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor.
- Discussion about putting plates in books when they are donated in memory of someone. Most of our donations are unrestricted, and we do send a thank you to the donor. Going forward we will also send a note to the person or family, who the donation was for.
- We have received a donation of \$25 in memory of Jaimie Italian in memory of her mother from Brenda Beer.
Motion to accept the donation made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Directors Report:

- Report reviewed and discussed.
- Discussion about lighting for the new sign as the electrician has suggested up lighting. Kathy will check with Town Hall to see if this is allowed and then get a quote.
- Kathy gave us an update on the new ILL program being rolled by the State. There isn't a go live date at this point. Kathy chose to allow our patrons to request their ILLs, these will still be reviewed by staff. She has also selected to have a live stream from our library web site to the ILL requests which will save the staff time and provide real time updates to our patrons.
- Discussion about the new volunteer.
- Library Card Sign-Up month is going well, we gained new patrons and renewed cards during Duck Race. Mary went to the open house at AVS and handed out 40 applications.
- Statistics: All stats look good. The renewals are high because these are now being done automatically.

Friends of the Library:

- Duck Race went very well
- The Friends paid for a new pass for the Airline Museum.

Old Business:

- Book Sale: we will need to decide before next year about the location of next year's location. We liked having the sale outside, and we could use AVS as a backup. We could sort fiction less and need to sort non-fiction more. And the Staff needs to weed more too.

New Business:

- Budget: Kathy has submitted the budget; the next step is meeting with the Board of Selectman.
- Friends Event – To be discussed next month.
- Viking has been sold; we will need a new company to do our heating servicing. Kathy to call a few companies and get a price, she will select the best overall package.
- Holiday Hours: Veterans Day closed Tuesday 11/12, Thanksgiving closed Thursday Nov 21 & Friday Nov 22 , Christmas closed Tuesday Dec 24 & Wednesday Dec 25th, New Years closed Tuesday Dec 31 & Wednesday Jan1.
- Frank has secured the fence which was falling. The water spigot is leaking so Kathy will call the plumber.
- Kathy and members of the Board will be going to Hopkinton on 10/7 to look at their building.
- Kathy told the board about "Novel List" a website that is available to all patrons. It is most often used to find "books like".
- On Thursday at the town meeting at AVS Kathy will be talking and handing out a flyer with information about the library.

Other Business:

- Marilyn has expressed an interest in becoming an alternate and we are very happy to have her join the Board. Nancy asked Marilyn if she would be interested in being a full Trustee when Joe leaves, and asked her to consider being our treasurer. Marilyn is interested in being a full Trustee and will discuss the treasurer duties with Joe.
- Motion to have Marilyn Cavanaugh become an alternate on the Board of Trustees made by Joe Forest/ Liz Michaud 2nd. All in Favor.

Actions Items:

- Liz to send thank you to Brenda Beer for her donation.
- Liz to add Friends Event to Octobers Agenda.
- Nancy to call Bill Herman regarding Marilyn becoming an Alternate.
- Liz to add Marilyn to the Contact List.

The next meeting will be held Monday October 14th at 6:30pm.

Motion to adjourn the meeting made by Liz Michaud/Nancy Mayland 2nd. All in Favor.
Meeting adjourned at 8:43pm

Liz Michaud
Secretary