

*Griffin Free Public Library  
Board of Trustees Meeting  
November 11, 2019*

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

Nancy Mayland started the meeting started at 6:31pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the October Board of Trustees Meeting.
- Motion to approve the minutes, as amended with corrections for typos, by Joe Forest/Nancy Mayland 2<sup>nd</sup>. All in favor.
- Reviewed September action items.

Correspondence:

- None.

Treasurers Report:

- Reviewed the Treasurers Report for September.
- 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 2<sup>nd</sup>. All in favor.
- Discussion about money in the Clearing Account, we decided to leave it there for now.
- Discussion about the Gift Account.

Directors Report:

- Report reviewed and discussed.
- Reviewed the recent Town Hall Meetings that members of the board attended.
- Discussed roll out of the new ILL program and Kathy explained we are using a live feed catalog instead of a Union Catalog, and the differences.
- Congratulations to Hope Garner for getting her Level One Paralibrarian Certificate. Motion for the board to recognize Hope made by Joe Forest/Nancy Mayland 2<sup>nd</sup>. All in favor.
- Discussed Kanopy check outs. Kathy will add wording to the circulation policy to detail the allowed number of check outs.
- Reviewed quotes for electrical work and networking work.
- Kathy recommended doing the lights for the library sign, note we will not need to pay the town permit fee of \$65.

- Motion to accept SJL's lighting proposal minus the fee made by Nancy Mayland/Liz Michaud 2<sup>nd</sup>. All in Favor.
- Kathy was not sure she is recommending the SJL quote for the fire alarm. Kathy sent the quote to Chief Williams and will ask him to call Scott at SJL to discuss and determine what we need and what will work with the Chief's system.
  - Motion to upgrade our fire alarm system as agreed upon between Chief Williams and Scott from SLJ not to exceed \$1500 made by Nancy Mayland/Joe Forest 2<sup>nd</sup>. All in favor.
- Kathy explained the quote from GSC IT to provide a Secure Wireless Network. Kathy is asking for a better quote; she thinks we can get the same service for less.
  - Motion to install a secure wireless solution not to exceed \$850 made by Nancy Mayland/ Liz Michaud 2<sup>nd</sup>. All in favor.
- Kathy mentioned her computer battery is dead and the computer is getting old. Kathy to buy a new laptop and two monitors.
- Kathy asked to have a membership to the Public Library Association. As a member she would receive publications and access to the ALA & PLA. She would also have the ability to attend conferences geared towards directors. \$225 from training line to be used.
- Supplies needed before the end of the year will be purchased even if this line goes negative.
- Statistics: All stats look good; most are up year over year.
- Employee Annual Raises:
  - Motion to approve the increase for Dan Szczesny based on satisfactory review and award him a step increase from a labor grade 5, step 4 to labor grade 5, step 5. The amount is an increase from \$17.28 to \$17.62.
  - Motion to accept the above by Nancy Mayland/Liz Michaud 2<sup>nd</sup>. All in favor

#### Friends of the Library:

- The Friends fundraiser went very well, and they made \$675.
- The Friends are funding Heritage Quest starting in January.
- The Friends are also getting prepared for Santa Breakfast – Sat Dec 14<sup>th</sup>. Jessica Traynor and Nancy Mayland will have a table for the friends at the AVS craft fair.

#### Old Business:

- Friends & Staff Appreciation Event – Scheduled for January 24<sup>th</sup>, snow date January 30<sup>th</sup>. Location at Nancy's, 6:30pm for appetizers and desserts. Invitation to be extended at the December Friends Meeting.
- Discussion of the Investment Policy lead by Joe Forest.
  - Motion to accept the Investment Policy as amended with policy and date information made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor
- Agreed the Clearing account is fine to go down to \$0.01 but discussed we would leave \$50.00 and then move the balance back to the Book Account.
  - Motion to move the money from the clearing account back into the book sale account leaving \$50 made by Nancy Mayland/Joe Forest 2<sup>nd</sup>. All in favor.

- It is now official that after January 1<sup>st</sup> Town Hall will be paying the library bills, paperwork has been signed by the board and selectmen. The BOT Treasurer and the Library Director will instruct town hall on what bills to pay, how much, what budget line it goes against and when to pay. The Library Board of Trustees will continue to be responsible for regular maintenance to the library, any capital improvements will continue to go to town hall for payment.

New Business:

- Discussion about the letter for St Mary's Bank listing the members of the Board. We will need to update and send the letter once Joe Forest leaves. January 20<sup>th</sup> is Joe's last day.
- Discussion of the vendor for water as the current vendor has increased prices by 50%. Kathy suggested we cancel the current vendor and switch to the same vendor that other town offices are using.
  - Motion made to change water vendors made by Joe Forest/Liz Michaud 2<sup>nd</sup>. All in favor.

Other Business:

- We need to set the date for Kathy's review. The Board to meet Thursday Nov 21<sup>st</sup> to write it up and then we will do her review at the December BOT meeting.

Actions Items:

- Liz to put Hope Garner on the agenda for December, tentatively to discuss the library tours.
- Kathy to get Rubber Stamp for information to put on bills being sent to Town Hall for payment.
- Liz to send Hope a letter of congratulations
- Kathy to contact SJL to do the lighting quote
- Liz to add the Letter to St Mary onto the January agenda.
- Liz to send out the form to everyone for Kathy's review.
- Liz to put Kathy's review on the December Agenda.

The next meeting will be held Monday December 9<sup>th</sup> at 6:30pm.

Motion to adjourn the meeting made by Liz Michaud/Joe Forest 2<sup>nd</sup>. All in Favor.

Meeting adjourned at 8:30 pm

Liz Michaud  
Secretary