

*Griffin Free Public Library  
Board of Trustees Meeting  
February 10, 2020*

**Present:** Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Brenda Beer, Alternate; Kathy Gowney, Library Director; Hope Garner, Library Staff.

Absent: Sharon Bluhm, Alternate

Nancy Mayland started the meeting started at 6:39pm

Motion to elect Marilyn Cavanaugh to Treasurer made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor.

Opportunity for the public to speak

- Hope Garner joined us to discuss the Library Tours
- Hopkinton Town Library – Donna Dunlap Director. They just finished fixing the library after the fire they experienced. We loved the interior space but found it too loud. Tucker did the shelves, they are mixed low and high shelves. The circulation desk is semi-circular with office and work space behind. They used SMP Architects. People liked the glass walls for the meeting space, makes the space larger and good for safety. Carpet tiles are the trend. They have a teen corner in the children's space, a community room for 60-100 standing, a bathroom and kitchen. We discussed the use of space dividers for large spaces. They have a Little Café sponsored by the Friends Group. The collection is 35,000, this is where we should be today, we need to think about where we need to be tomorrow too. There is a gallery space for artwork in a hallway. They hired a consultant. Hopkinton has a Population of 6,000.
- Abbott Library in Sunapee – Mindy Attwood the Director. The library is 7200 square feet. They hired a library consultant Kristine Gram, and Peter Tenent was the architect. They have eight computers but need more, Kathy says we need 4. Their circulation desk is centrally located, the community room has room for 70 standing with an outside door and separate bathrooms and kitchenette. The children's area is right next to the circulation desk. They hired Tucker interiors and brought them in early in the process. They also have an Art gallery, employee break room and a covered porch. We also talked about their moveable bookshelves. It is Light and airy and has lots of windows.
- Grantham. They were not a fan of this library, it has no line of site and felt put together in a piecemeal fashion. They started with the original building and kept adding without any forward thinking. It had no meeting space. No vision. Nothing cohesive.
- We will schedule more tours on a Friday in May.

Review Previous Meeting Minutes:

- Reviewed the minutes of the January Board of Trustees Meeting.
- Motion to approve the minutes as amended for clarification, by Nancy Mayland/ Liz Michaud 2<sup>nd</sup>. All in favor.
- Reviewed January action items.

Correspondence:

- Thank you cards were sent to donors.
- Nancy received a Thank You card to the Trustee from Jaime L'Italian.

Treasurers Report:

- Reviewed the Treasurers Report for January.
- Operating Account has funds that need to be transferred to the book sale account.
- 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.

Directors Report:

- Report reviewed and discussed.
- Town of Auburn Goal Setting Summary from Bill Herman does mention the Library Expansion. This report was just released today.
- Statistics: All stats look good; most are up year over year. Hoopla statics are especially exciting, saved a virtual \$26K!

Friends of the Library:

- The Friends are funding several museums passes. They are also paying for our special Storytime with Elsa and helping to fund our next one-stroke painting session.

Old Business:

- Friends & Staff Appreciation Event – Scheduled February 28<sup>th</sup>, 6:30 at Nancy Maylands House.
- Trustees to bring Appetizer & Dessert
- Brenda – veggies & almond cake, Nancy -Ham & rolls & dessert & wine & Beer, Marilyn - guac & chips and apricot squares, Kathy – strawberry mint cookies & wine, Liz – two appetizers & wine.

New Business:

- We need to update the wish list. Kathy to update and review with us in March.
- We need to update our Asset list. Liz to get it into the computer and we will schedule a meeting to review.
- The Technology Plan needs to be updated.

Any Other Business:

- Jaime L'Italien donated cookie cutters for the bee event.
- Motion to accept bee shaped cookie cutters made by Nancy Mayland/Marilyn Cavanaugh 2<sup>nd</sup>. All in favor.

Actions Items:

- Liz to add to the March agenda : Discuss moving money to the investment account from the book sale account.
- Liz to send Walter Milne a Thank You for Brushhogging the fence line.
- Nancy, Liz & Marilyn to schedule a date to go to Saint Mary's Bank to change the names on the accounts.
- Liz to update the letter for St Mary for trip

The next meeting will be held Monday March at 6:30pm.

Motion to adjourn the meeting made by Nancy Mayland/ Marilyn Cavanaugh 2<sup>nd</sup>. All in Favor.  
Meeting adjourned at 8:16 pm

Liz Michaud  
Secretary