

*Griffin Free Public Library  
Board of Trustees Meeting  
March 16, 2020*

**Present:** Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary.

**Absent:** Sharon Bluhm, Alternate; Brenda Beer, Alternate; Kathy Grownney, Library Director.

Nancy Mayland started the meeting started at 6:34pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the February Board of Trustees Meeting.
- Motion to approve the minutes by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor.
- Reviewed February action items.

Correspondence:

- N/A

Treasurers Report:

- Reviewed the Treasurers Report for February.
- Operating Account funds transferred, and account closed.
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/ Liz Michaud 2<sup>nd</sup>. All in favor.

Directors Report:

- Report reviewed and discussed.
- Wish List reviewed and discussed.
- Library Overview reviewed and discussed.
- Discussed possibility of using a photo of the museum passes, Kathy will need to contact the museums to see what they will accept.

Friends of the Library:

- The fundraiser at the 99 Restaurant is cancelled until further notice due to COVID19.
- Plant Sale this year will be done jointly with the Historical Association on May 9<sup>th</sup>.

Old Business:

- Friends & Staff Appreciation Event was a terrific event, suggest we do this yearly.
- The Board went to St Mary Bank to change the signatures on file.

New Business:

- Discussed cleaning the library more often. Suggest we do it weekly once we reopen and manage this additional cost within our existing budget.
- Discussed closing the library due to COVID19. Motion to close the library for three weeks in conjunction with AVS made by Marilyn Cavanaugh/Nancy Mayland 2<sup>nd</sup>. The library is now closed thru April 6<sup>th</sup>.
- Motion to cancel all programming for the next 8 weeks made by Liz Michaud/Marilyn Cavanaugh 2<sup>nd</sup>. All in favor.
- The Board of Trustees will meet again April 3 at 1pm to discuss reopening.

Any Other Business:

- The meeting scheduled for March 23<sup>rd</sup> to discuss the building timeline has been cancelled and will be rescheduled.
- Discussed ideas for providing alternate services if the library needs to remain closed longer than three weeks. We will discuss these with Kathy Growney at the next meeting. Nancy to ask how long virus lives on different material

Actions Items:

- Liz to add to the April agenda the library asset list
- Liz to add to the April agenda Kathy as a Notary.
- Liz to add to the April agenda advertise for an alternate.
- Liz to add to the April agenda discuss NHLTA Annual Conference.

The next meeting will be held Friday April 3<sup>rd</sup> at 1:00pm.

Motion to adjourn the meeting made by Nancy Mayland/ Liz Michaud 2<sup>nd</sup>. All in Favor.  
Meeting adjourned at 7:46 pm

Liz Michaud  
Secretary