

*Griffin Free Public Library  
Board of Trustees Meeting  
July 13th, 2020 at 6:30pm*

**Virtually Present:** Nancy Mayland, Chair; Marilyn Cavanaugh; Treasurer, Liz Michaud, Secretary; Kathy Growney, Library Director

Nancy Mayland called the meeting to order at 6:31 pm

Correspondence:

- Email from Chris Chickering asking about the agenda, as she wanted to make sure the tree trimming was on the agenda.
- Note of thanks sent to Brenda Beer.

Review Previous Meeting Minutes:

- Reviewed the minutes of the July 2th<sup>th</sup> Board of Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor. Motion Passed.
- Reviewed the minutes of the July 13th<sup>th</sup> Board of Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/Nancy Mayland 2<sup>nd</sup>. All in favor. Motion Passed.
- Action Items reviewed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for July.
- Marilyn discussed a balance that is left from the Grant that will be used to purchase the WIFI hot spots.
- 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. Motion Passed.

Directors Report:

- Kathy is working on a policy to allow patrons to borrow the iPads during Covid.
- Some adjustments will be made to our budget lines due to adjustments that had to be made during Covid. More was needed for the Summer Reading Programs, but less was needed for training as training that we pay for had been cancelled. However, the staff has done more training than usual this year because there has been a lot available for free on-line.
- Kathy discussed the HL Turner meeting. Items she wanted to mention: They talked about adding to the building with just meeting rooms and did not mention expanding the library areas. But they are still gathering information so we can let them know what we would like to see in the expansion. HL Turner did the Grantham Library which had a floor plan that was not our favorite. We discussed that we need more space for books, and that we want it to be cohesive with the original building. We discussed talking with a Library Consultant this year in conjunction with the work HL Turner is doing. Kathy

has been in contact with a consultant that was recommended by a few NH Libraries. Kathy will ask Bill Herman about doing it this year.

- Kathy to call Shade Tree Landscaping to trim the trees in front of the Library.
- We have a ground hog living under the library that needs to be trapped, and then we will need the foundation fixed. Kathy will call a contact we have on file.
- Next steps of reopening: Kathy has been talking to the staff for a few months about how to start opening. About a third of the NH Libraries are now open, and more are planning on opening by Labor Day. Libraries that opened early are new buildings with large open spaces and good HVAC systems and are located in areas that do not have a lot of Covid cases. We discussed opening by appointment for only the adult fiction room. We can move items into the room and allow for self check-out. Kathy and Hope are volunteering to try opening by appointment one day a week starting 8/21. Kathy asked the Trustees to approve this plan as long as we can keep everyone safe and the staff are healthy. Kathy has written details on how this will work and masks will be required. Appointments will only be available when Kathy is in the building. The Trustees support Kathy and asked her to write up a formal policy/procedure.
- Motion to approve Kathy's recommendation for a partial opening of the library by appointment only following guidelines and allowing for pulling back if necessary, made by Nancy Mayland/ Marilyn Cavanaugh 2<sup>nd</sup>. All in favor. Motion passed.
- Wi-Fi hotspots. The library will buy the hardware for the hotspot and pays for the Wi-Fi service. Pricing is all over the place, the more expensive version has better connectivity Nancy suggested checking with Comcast too. Kathy is leaning toward the cheaper version for now to test usage, we can always switch if more people want them and we if we find the coverage isn't great. The grant pays for it this year, but we would have to pick up this cost going forward.
- Circulation took a nosedive in April, but it is back on the way up.
- CIP has been submitted, range from 5-15 thousand and Kathy will talk to Bill about moving it forward.
- Summer Programming has gone really well. Thanks to Dan & Mary for all their hard work!
- Hope is hosting a zoom Bulb program in August.
- Story Boards are up and Jaimie will do a post to invite patrons to check it out.
- Kathy talked about the online calendar we put in the budget for library programs. Kathy is going to set it up, get it working and get it prepared for new programs and for next summer. The next module is for the museum passes and Kathy would like to ask the Friends Group if they would be willing to purchase.
- Survey update: Kathy is leery about sending the survey until the library is open.
- ILL update: The State has announced that ILL will return in a few weeks! First they need to return all the books that have been out since March and then start from scratch.

#### Friends of the library

- The Friends will have a zoom meeting in September.

Old Business:

- Painting of the porch floor, the man who did it for us last time has not called Kathy back. Marilyn and Nancy suggested two other people to call.

New Business:

- Trim the trees in front of the library. Kathy to call Shade Tree Landscaping.

Any Other Business:

- AVS is opening fully and they will support people who want to home school their kids. Many patrons have mentioned they are home schooling for the first time this year, so the library is getting prepared to support them.

Opportunity for the Public to Speak:

- NA

Action Items:

- Kathy to call Shade Tree Landscaping to trim the trees.
- Kathy to purchase the Wi-Fi hot spots.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor. Motion Passed.

The next meeting will be held Monday Sept14 at 6:30pm.

Meeting adjourned at 8:00 pm

Liz Michaud  
Secretary