*Griffin Free Public Library*

*Board of Trustees Meeting*

*September 14, 2020 at 6:30pm*

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

Nancy Mayland called the meeting to order at 6:45 pm

Presentation by The HL Turner Group:

* Bill Hickey and Doug Proctor gave a presentation regarding a potential design for the library renovation. They showed a conceptional drawing and asked the board for input.
* We discussed what a community center means to us: A meeting space with a separate door from the library so it can be used when the library is closed. And access to kitchen and bathrooms. Marilyn mentioned it should have a cohesive look with existing building. Nancy asked if it’s possible to add onto the existing building and they said it is.
* This initial design includes seventy-two parking spaces with a rear entrance going out towards the school and could be used by the school as overflow parking for large events.
* It is a formal design with the entrance from the current parking lot side and build straight back adding 5,000 square feet and doubling the stack space. The meeting space would be at the back and could be separated from the library, with a patio for outdoor events as well.
* The board asked to have a few things added to the design: A break room big enough for 2-4 people, a work room for the staff for book donations and book repairs, potentially more stack space, storage room, a museum space, and the children’s room and story time should be in the same space.
* We also mentioned that the deed states the fireplace room “shall represent an old-fashioned kitchen”
* Kathy asked that the front room contain the museum pieces and have a genealogical space. Most small NH library’s have a town room for local history, an Auburn room.
* Kathy is concerned about all the little spaces in the proposal. It looks like they are giving us the same footprint behind the current space and we would prefer to have it open up.
* The community room as proposed only seats up to 60 people and we asked that it seat at minimum 80 but would prefer 100.
* Doug explained that the design is done with a “Village Character” in keeping with the character of the current library and the town. Think “Williamsburg” feeling. The design will be in the range of $2.5 million based on the proposal.
* Doug based his design on the basic idea that the library is a community of shared ideas. And this follows all the way back to the mtg space, the outside patio, the gardens and walking trails.
* Doug will take our input and develop Option 2 for next month.

Correspondence:

* NA

Review Previous Meeting Minutes:

* Reviewed the minutes of the July 2thth Board of Trustee Meeting.
* Motion to approve the minutes made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor. Motion Passed.
* Action Items reviewed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for August.
* Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor. Motion Passed.

Directors Report:

* Reviewed and discussed the Directors Report for August.
* Kathy has given us a draft of the budget for 2021.
* Kathy has a quote for the AC unit, and she added it to the budget.
* The budget includes $8K for AC cleaning and $10 for library consultant.
* Hoopla has become very popular and Kathy had taken this into consideration next year’s budget.

Self-checkout and Patron appointments are going well. They are only on Friday as Hope has been the first staff member to volunteer. Patrons are very grateful to browse, some struggle with self-checkout but Hope helps. It is very time consuming as Kathy has to spend all her time there, but the patrons really want this.

* + - Kathy mentioned that we can fax and copy for patrons too.
* Printing from patrons’ devices: there is a service that allows patrons to print from their own devices and send it remotely to the library printer. The service handles the cc information and the print outs can then be delivered through porch pick up to the patron. Patrons would have to use the library Wi-Fi in the parking lot.
* Kathy mentioned the NHDHHS requesting that some NH Libraries assist with Covid contact tracing, however this seems to be a conflict of interest in library privacy restrictions. If Kathy were contacted the Board would meet to discuss.
* ILL update: The State has announced opening up tomorrow. The vans will start to run next week. Ill’s will take extra time as there is a quarantining on both ends.

Friends of the library

* The Friends had a zoom meeting in September.
* Ticket Keeper was purchased and will be a huge benefit to the staff and our patrons.
* They renewed the regular passes for the museums that are open.
* Talked about doing a basket raffle to raise some money as all the other fundraisers had to be cancelled this year. They will be looking for donations.
* Discussed doing the 99 restaurant fund raiser again in the spring.

Old Business:

* Foundation issue, the company will stop by Wednesday night to look at it.
* Painting of the porch floor, Kathy has not heard back from the painter.

New Business:

* Continuum of Service police -discuss at the next meeting.
* Budget Meeting scheduled for September 21st at 6pm at library.

Any Other Business:

* Patron us of computer use during the pandemic: Kathy reached out to other library directors regarding patron use of computers. Patron may use the computer outside at the picnic table. The computer will be checked out to patrons, non-patrons may use it by leaving their license at the desk.
* Scanning for Better World Books: Dan and Jamie have taken lead. Kathy will run a report, but we are shipping about 3-4 boxes per week. So far we have shipped about 30 boxes and made about $30. We are not making a lot of money but we are supporting literacy efforts around the world. Dan and Jaimie are scanning during down time, but we may need to decide if we want to continue doing this as we get busier.
* Staff evaluation step increase: Mary Hrubic recommended for the next step increase.
  + Motion to approve the increase for Mary Hrubric based on satisfactory review and award her a step increase from a labor grade 5, step 11 to labor grade 5, step 12.
  + Motion to accept the above by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor
* Hot spots have been ordered and we are waiting for the invoice.

Opportunity for the Public to Speak:

* NA

Action Items:

* Liz to trim the tree in the back

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

The budget meeting will be held Monday September 21 at 6pm.

The next Board meeting will be held Monday October 12 at 6:30pm.

Meeting adjourned at 8:24 pm

Liz Michaud

Secretary