*Griffin Free Public Library*

*Budget Meeting*

*September 21, 2020*

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

Nancy Mayland started the meeting started at 6:33pm.

Kathy send out the message from Town Hall that we need to get our budget in order.

Kathy has put together a suggested budget for us to review and discuss:

* Kathy is not making any recommendation to increase hours.
* Lending Material: Increased due to additional need for virtual circulations like Hoopla.
* Programs: We’ve overspent this year’s budget. Virtual programs are more expensive. NH Humanities changed the format of their program, and the Friends group has not been able to do fund raising and may not be able to supplement the library. Flat lined for next year.
	+ Ideas for programs: paint and sip, alternative medicine, gardening
* Computer Systems: minor increase but could flat line.
* Equipment: nothing needed EXCEPT additional book carts needed for Covid. These were supposed to be paid with CARES money, but they are backlogged and CARES money for the town is all gone. Discussed using our additional funds to pay for the carts so we will flat line.
* Maintenance: Increased due to extra cleaning for COVID sanitation. We also need to repair or replace the AC Units. This line has been increased.
	+ AC Units -Nancy has a contact to get a second bid on repairing these units.
* Supplies: Increased due to extra supplies needed for COVID,
* Training/Journals: flat lined. Training has been online, and we do not know what next year will hold.
* Utilities: Costs have gone up. Increased this line.
* Capital Improvement Plan: Added $10,000 for a Library Consultant.

Overall the budget increase from $47,613 to $72,959 including the $8K for the AC, the $10K for the consultant and then just regular increases.

Kathy to add notes into the budget that some of the lines were paid by grants in 2020, so the line is not really an increase.

Staff evaluation step increase: Hope Garner recommended for the next step increase.

* Motion to approve the increase for Hope Garner based on satisfactory review and award her a step increase from a labor grade 5, step 10 to labor grade 5, step 11, from $19.74 to $20.14.
	+ Motion to accept the above by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor

Discussed the meeting with HL Turner. We were confused that they were designing a new library already that they are architects. We were expecting more of a site evaluation to tell us if we could add to the existing building or if we needed an entire new building. Discussed we need to make sure we express our concerns with what was presented. It was felt that the presentation was putting the cart before the horse because we haven’t met with a library consultant. Nancy to have a conversation with Bill Herman to let him know what we discussed. We thought they were meeting with us to get our input and not to present a final architectural design.

Motion to adjourn the meeting made by Liz Michaud/Nancy Mayland 2nd. All in Favor.

Meeting adjourned at 8:17pm

Liz Michaud

Secretary