*Griffin Free Public Library*

**Where Auburn Comes Together**

**To Discover, Create, Connect and Succeed!**

*Board of Trustees Meeting*

*May 10, 2021 at 7pm*

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

Nancy Mayland called the meeting to order at 7:07 pm

Correspondence:

* None received.

Review Previous Meeting Minutes:

* Reviewed the minutes of the April Trustee meeting.
* Motion to approve the minutes made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for April.
* Marilyn gave all necessary information for the audit.
* Motion to accept the report and place it on file subject to audit made by Nancy Mayland/ Liz Michaud 2nd. All in favor. Motion passed.

Directors Report:

* Reviewed and discussed the Directors Report for April.
* The NH State Library is holding Director’s meetings once a month, they still suggest wearing masks and quarantining books for three days.
* The staff has requested better barriers as we open up the library.
* Working with feedback from our patrons Kathy is suggesting that we do a hybrid of hours, scheduled times for appointments only and scheduled hours where we’re open to the public. After a long discussion we determined that it is very difficult to socially distance in the children’s room due to its size. We have decided that for the time being we are going to continue appointment only for families, and start to open the adult section for open browsing. Kathy will schedule appts for adults in the morning for and open to the public in the afternoons.
* Starting in June we will use the outside space for meetings.
* Grants coming for Covid related expenses. Grant money could be used to buy print and ebooks, more patio furniture/café style. And a second grant coming out soon could be used for other items such a big tent for back yard events, a canopy or pergola for the patio, bandstand for the backyard.
* Discussion about the library expansion: The library consultant has submitted her draft. The Trustees need to review and discuss her suggestions and determine what we believe we could fund. A discussion was held about the difference between a community room at a library and a community center attached to a library. Nancy suggested talking to other libraries that share their space. Marilyn asked about the square footage in this report compared to the previous plan. The consultant’s suggestion is for a much larger space for the same dollar amount. This plan is suggesting a barn style lay out that is easier to heat & cool, with easy site-lines, and allows for flexibility in the space. It was mentioned that the town capital improvement plan has allotted money for a library architects, but we are not sure if that is for 2021. Grant money might also be able an option.
* Summer reading programs will be done as zoom events, and maybe some children’s programs to be held outside.
* The fax line is now set up as a second phone line, we will replace it with a new phone line when the contract is up.
* Cub Scouts taking over the planter in front of the library.
* Statistics look good, the ILL numbers were low so Kathy checked with the state library and fixed an issue we had with the catalog. Museum passes are starting to go out again now that places are opening up.

Friends of the library

* The Friends met virtually in May.
* The Friends raised $3,000 on National Library Giving Day!
* The Friends will hold a plant sale on May 22nd.
* The Friends will participate at Duck race with popcorn, raffle baskets, limited crafts, and pick a duck. The Library building will be closed, but Kathy will be here to promote the library.

Old Business:

* NHLTA: make sure we’re all signed in to WHOVA
* Mini Book Sale, May 15: Trustees to splitting up the hours, need a Bank $100= $10 in quarters, 4x tens, 50x ones.

New Business:

* The Trustees scheduled a workshop to discuss the library consultant draft on May 26th at 7pm
* Discussion about the Town Survey regarding the needs for the library. Perhaps this could be given out by Kathy at the duck race?
* Motion to approve the increase for Jaimie L’Italien based on satisfactory review and award her a step increase from a labor grade 5, step 3 to labor grade 5, step 4. The amount is an increase from $17.19 to 17.53.
	+ Motion to accept the above by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor
* We would like to have Trustee Alternate on the board, we need to ask around.

Any Other Business:

* The July 4th Holiday is on a Sunday, the library will closed Saturday July 3rd.

Opportunity for the Public to Speak:

* NA

Action Items:

* Liz to update the contact list.

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

The next board meeting will be held Monday June 14 at 7pm.

Meeting adjourned at 8:48pm

Liz Michaud

Secretary