



Meeting Notice:

There will be a meeting of the Board of Trustees of the Griffin Free Public Library on Monday, December 13 at 7:00 pm at the Griffin Free Public Library, 22 Hooksett Road, Auburn, NH.

This meeting is open to members of the public.

Griffin Library Trustee Meeting Agenda

Date: Dec 13, 2021
Location: Griffin Free Public Library
Time: 7 PM

- Call to order
- Opportunity for the public to speak
- Review minutes from the previous meeting
- Review action items from previous minutes
- Correspondence received or sent
- Treasurer's Report
- Director's Report
- Friends of the Library
- Old Business
- New Business
 - Donation
 - Director Annual Review
- Any other business
- Adjourn

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Board of Trustees Meeting
November 8, 2021 at 7pm

Present: Nancy Mayland, Chair, Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Kathy Growney, Library Director
Hope Garner, Staff.

Nancy Mayland called the meeting to order at 7:02 pm

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the October Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/Cindy Berling 2nd. All in favor. Motion passed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for October.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Cindy Berling 2nd. All in favor. Motion passed.

Directors Report:

- Reviewed and discussed the Directors Report for October.
- The Library Survey ran for three weeks and we got 70 responses. The next step is to analyze and report on the data.
- The Board has a few meetings at the Town Hall coming up: October 19th Joint Personnel Board, October 25th Board of Selectman Mtg, and October 28th Budget Meeting.
- The HEPA filters have been installed and work really well, there is one for each of the three rooms. They are easy to work and the filters get replaced once per year.
- Kathy wanted the Board to know the Staff has done an amazing job covering for her while she's been called away for a family emergency. The Board sincerely thanks the staff!
- A discussion was held about returning to in person programming. Covid levels in Auburn are very low and the weather is turning too cold to have programs on the patio. The board asked Hope for feedback from the staff and she believes everyone would be comfortable with small groups. A new hybrid policy for in person programming would allow for 8 people to pre-register to attend in the library and an unlimited number of people to attend virtually via the OWL. If one of the eight drops off the registration, the virtual attendees would be contacted.

- Motion to resume programming in the library with a hybrid 8 person limit and unlimited virtual audience made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor. Motion passed.

Friends of the library

- The Friends fund raising at Duck Race went very well.
- A decision was made to postpone the Santa Breakfast for another year. However Pat Clement is looking into options for a drive through event.
- The Friends are recruiting for a Treasurer and other board positions.

Old Business:

- NA

New Business:

- NA

Any Other Business:

- Hope asked about the next steps in the library expansion plan. Part of town budget request is to allocate funds to bring the library consultant plan to an architect for a preliminary drawing. Hope is going to create a wish list of small libraries to visit in the spring.

Action Items:

- NA

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor. The next board meeting will be held Monday November 8th at 7pm.

Meeting adjourned at 7:36pm

Liz Michaud

Secretary

Griffin Free Public Library

Meeting Date: Dec. 13, 2021

Treasurer's Report, November 30, 2021

Activity:

Operating Account: Closed

Additional Funds: No activity

Book Sale: No activity

Investment Account (NHPDIP): No activity.

Gift Account: No activity

Museum Account: No activity.

Clearing Account: Check #1080 (8/10/21) for \$50 to speaker Christopher DiLoreto has not cleared

Bank Balances:

Museum:	\$ 3,451.96
Operating:	\$ 0
Clearing Account:	\$ 102.80
Gift:	\$ 2,344.33
Book Sale:	\$ 5,155.23
Additional Funds:	\$ 5,904.72
Cap Stock Acct (req'd.)	<u>\$ 5.00</u>
Bank Funds:	\$ 16,964.04
Investment Acct (NHPDIP):	\$ 45,640.44
Total Funds:	\$ 62,604.48

Respectfully submitted,

Marilyn Cavanaugh, Treasurer



Library Director's Report 13 December 2021 Meeting of the Library Trustees

Facilities

1. As per the town's personnel policy, the Library will be closed on Friday, December 24, Saturday, December 25, Friday, December 31 and Saturday, January 1.
2. Two new task chairs were purchased for the library staff.
3. Our firewall and antivirus software were renewed for another three years.

Programs

4. From January 1 to February 14 Miss Mary will be holding a reading challenge called "Stuff the Snowman". Children will be encouraged to write down the title of each book they read and stuff the snow man with it. The child that reads the most books will win a prize.

Friends

5. The Friends group has agreed to purchase a new summer reading platform for the library called Beanstack. The goal is to have it implemented by March 1, 2021 to give staff plenty of time to learn it prior to the 2022 Summer Reading Program. It can also be used for reading challenges for all age groups through out the year, not just for Summer Reading. Beanstack was selected for it's intuitive design, excellent customer support and exceptional client reviews.
6. The Friends will not be meeting in January, but will meet via Zoom on the first Monday in February at 7 PM.

Policies

7. The NH State Library has recommended reviewing reconsideration policies to make sure programming is included. I have attached a revised draft policy for the Board's consideration.

Donation

8. The library received a \$500 donation from James and Patricia Davenport to be used for programming.

Statistics

9. Circulation has continued to rebound since the beginning of the pandemic and we logged another month of our highest circulations to date.
10. Patron counts continue to recover, but are still hampered due to the pandemic and restrictions on programming size.

	Nov 2019	Nov 2020	Nov 2021
<i>Business Days (defined as staff operating in the building)</i>	19	17	19
<i>2020 Total Circulations (Circ, mus, NHDB)</i>	2204	1630	2317
<i>Circulation (In-House)</i>	1705	1034	1730
<i>New Issues</i>	907	527	866
<i>Renewals</i>	731	438	776
<i>Magazines circulated (physical)</i>	4	3	2
<i>Borrowed ILL (patron requests)</i>		62	83
<i>Lending ILL (lent to other libraries)</i>	59	37	69
<i>Museum Passes</i>	4	4	5
<i>Circulation (on-line)</i>	499	596	587
<i>Overdrive</i>	348	436	388
<i>Hoopla</i>	111	121	157
<i>Kanopy (plays)</i>	40	39	42
<i>Website Page Views</i>	1113	1840	1522
<i>Website Visitors</i>	402	779	561
<i>Facebook Friends (likes)</i>	522	581	620
<i>Phone Calls Taken</i>	58	198	54
<i>New Items</i>	116	137	122
<i>New Patrons</i>	9	6	11
<i>Patron Count (visitors)</i>	640	36	444
<i>Donations</i>	1158	3	77
<i>Donations kept</i>	10	8	35
<i>Weeded</i>	97	141	234

Respectfully submitted by,

Kathy Growney, Library Director



DRAFT Request for Reconsideration

Griffin Free Public Library is dedicated to providing materials to suit the needs of all members of the community. Selection of materials is based on a variety of criteria, which are outlined in the Collection Development policy (copies available on request at the library). The Griffin Free Public Library Board of Trustees has endorsed the American Library Association's *Library Bill of Rights*, *Freedom To Read Statement*, and *Freedom To View Statement*.

Any community member has the right to request reconsideration of a library material, program, or display. To make a request, please complete and submit the following form *in full* to the Library Director. The Trustees will review the merits of such requests at their next regularly scheduled meeting. The decision of the board is final.

Request for Reconsideration Form

Name: _____

Date: _____

Mailing Address:

City/State/Zip: _____

Phone: _____

Email: _____

Do you represent self? _____

Or an organization? _____ Name of Organization _____

1. What is the title, author, performer, or producer, if applicable?

2. What brought this material, program, or display to your attention?

3. Have you examined the entire material, program, or display in its entirety? If not, which sections did you review?

4. In your view, the topic or theme of the material, program, or display is:

5. Your objection to the material, program, or display is:

6. Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic?

7. What action are you requesting the committee consider?

What happens next?

The request will be reviewed by the Library Director and the material will be reviewed based on the complaint. The Library Director will issue a written decision to the challenger that may be appealed to the Board of Trustees.

The Board will add the discussion to the agenda of their next regularly scheduled meeting, and provide opportunity for the individual to state their objection. However, the Board reserves the right to limit the length of the presentation as well as the number of speakers. They will then make a determination based on library policy on whether to uphold or override the Director's decision. The Board's decision will be rendered in writing and considered final.