



Meeting Notice:

There will be a meeting of the Board of Trustees of the Griffin Free Public Library on Monday, September 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 Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Board of Trustees Meeting
Aug 9, 2021 at 7pm

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

Absent: Cindy Berling Alternate Candidate

Nancy Mayland called the meeting to order at 7:00 pm

- Ed Kinney from Watchfire brought his demonstration truck to the library to show the Board the different sizes, pixel count and quality of their digital signs. He answered all our questions.

Reconvened in the library at 7:41pm

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the July Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.
- Reviewed the minutes of the July 19th Budget Meeting.
- Motion to approve the minutes made by Nancy Mayland /Liz Michaud 2nd. All in favor. Motion passed.
-

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for July
- Received the money from the state to reimburse us for the patio furniture.
- 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 July.
- Operational Budget reviewed, and Kathy did a draft of the staffing hours.
 - Kathy is asking for 4 more hours for the staff to cover the overage that Kathy is currently covering.
 - Kathy will submit the budget to Town Hall tomorrow and ask to review with the Board of Selectmen on 9/27.

- Reviewed the quote for the digital sign, Watchfire did an on-site demo from 7-7:40 in our parking lot. We like the size and pixel count of the quote we received
- The Summer Reading Program had another successful year. The kids program finale will be on August 18th with an outdoor puppet show.
- Covid discussion: The staff are opting to wearing masks and more of the public are back to voluntarily wearing masks. We originally asked the town for money for new AC units, but after their cleaning they are working just fine. Instead, Kathy would like to ask for Covid money to buy Air Purifiers for each of the rooms.
- Reviewed the quote for the gazebo, potential purchase with Covid or Grant funds.
- Discussed invoices :
 - Summer author series \$200 – pay out of the gift account
 - Chair covers \$40 – pay out of the gift account
- Duck Race Sept 11th: The building will be closed, but staff will be outside to talk up the library and hand out surveys.
- Kathy to finalize the survey and get the link set up so people can get to it from the web site. Hard copies to be available at the Library and Town Hall.
- Zoom presentation coming up: The NHU extension is doing a presentation on preserving fruits and vegetables at no charge to the Library.
- Statistics look good.

Friends of the library

- The Friends voted to renew the Seacoast Science Center pass.
- Planning to participate at the Duck Race: Pick a Duck, Raffle Baskets, Glass Flowers, and Popcorn.

Old Business:

- NA

New Business:

- NA

Any Other Business:

- Microfiche donation: Kathy to send Liz the information for a Thank you card.
- Motion to accept the donation of the Microfiche Machine made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Action Items:

- Liz to sent thank you for the microfiche donation.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.
The next board meeting will be held Monday September 9th at 7pm.

Meeting adjourned at 8:51pm
Liz Michaud
Secretary

Griffin Free Public Library

Meeting Date: Sept. 13, 2021

Treasurer's Report, August 31, 2021

Activity:

Operating Account: Closed

Additional Funds: No activity

Book Sale: No activity

Investment Account (NHPDIP): No activity.

Gift Account: Transferred \$190 to Clearing to pay speakers' fees and reimburse Mary Hrubiec for cushions

Museum Account: No activity.

Clearing Account: Paid \$40 to Mary Hrubiec for cushions (not cleared); \$50 each to three speakers (one check not cleared);

Bank Balances:

| | |
|---------------------------|----------------|
| Museum: | \$ 3,451.53 |
| Operating: | \$ 0 |
| Clearing Account: | \$ 142.79 |
| Gift: | \$ 2,344.03 |
| Book Sale: | \$ 5,154.59 |
| Additional Funds: | \$ 5,928.94 |
| Cap Stock Acct (req'd.) | \$ <u>5.00</u> |
| Bank Funds: | \$ 17,026.88 |
| Investment Acct (NHPDIP): | \$ 45,638.06 |
| Total Funds: | \$ 62,664.94 |

Respectfully submitted,

Marilyn Cavanaugh, Treasurer

Griffin Free Public Library - 2021

| <u>Expenses</u> | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | Budget | Difference | % | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|-----------------|-----------------|-------------|-------------|------------------|------------------|------------------|------------|--|
| Lending Materials | | | | | | | | | | | | | | | | | |
| Print | 642.30 | 1,062.45 | 1,399.06 | 702.02 | 1,316.78 | 1,153.69 | 674.27 | 0.00 | 0.00 | 1,169.86 | 0.00 | 0.00 | 8,120.43 | 9,300.00 | 1,179.57 | 87% | |
| Books | 642.30 | 1,062.45 | 1,399.06 | 702.02 | 1,316.78 | 1,153.69 | 674.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,950.57 | | | | |
| Periodicals, Ref | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Electronic | 1,834.96 | 414.81 | 420.42 | 227.41 | 3,099.82 | 208.45 | 733.67 | 0.00 | 0.00 | 399.69 | 0.00 | 0.00 | 7,339.23 | 12,748.00 | 5,408.77 | 58% | |
| Audio/CD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Downloadables | 1,834.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,834.96 | | | | |
| DVDs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Programs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Computer Systems | 3,351.99 | 0.00 | 221.00 | 765.00 | 233.24 | 87.98 | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 0.00 | 1,357.22 | 1,150.00 | -207.22 | 118% | |
| Hardware | 0.00 | 0.00 | 0.00 | 500.00 | 844.36 | 416.54 | 0.00 | 0.00 | 1,218.69 | 0.00 | 0.00 | 0.00 | 6,331.58 | 7,000.00 | 668.42 | 90% | |
| Software | 51.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Elec. Supp./host'g | 3,300.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 51.99 | | | | |
| Elec. Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,800.00 | | | | |
| Equip./Furnish'g | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Maintenance | 0.00 | 300.00 | 412.00 | 585.00 | 650.40 | 430.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 0% | |
| Supplies | 22.48 | 151.31 | 279.23 | 420.08 | 657.08 | 269.41 | 19.97 | 0.00 | 937.00 | 0.00 | 0.00 | 0.00 | 3,315.10 | 8,810.00 | 5,494.90 | 38% | |
| Training | 477.98 | 60.00 | 0.00 | 75.00 | 170.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.12 | 0.00 | 0.00 | 1,869.68 | 2,500.00 | 630.32 | | |
| Utilities | 1,032.91 | 453.52 | 1,224.86 | 1,164.85 | 632.78 | 370.64 | 458.64 | 381.24 | 0.00 | 0.00 | 0.00 | 0.00 | 782.98 | 2,300.00 | 1,517.02 | 34% | |
| Total Expenses | 7,362.62 | 2,442.09 | 3,956.57 | 4,439.36 | 7,604.46 | 2,937.41 | 1,886.55 | 381.24 | 2,205.69 | 1,619.67 | 0.00 | 0.00 | 34,835.66 | 53,909.00 | 19,073.34 | 65% | |



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

Funding

1. The Final Report for the ARPA Grant from the State Library was submitted on August 24, 2021. This grant is now complete.

Budget

2. The Board of Selectman have requested to have the library present the 2022 budget at their October 25, 2021 meeting.
3. Requests for HEPA air purifiers and electronic signage was submitted to the Board of Selectman for consideration and were denied.

Facilities

4. The library building was power washed and cleaned of the dirt and cobwebs in time for the Duck Race.
5. I met with an exterior building painter regarding staining the front porch as well as touchup paint on the library building and am waiting on a quote.

Friends of Griffin Free Public Library

6. The Friends of Griffin Free will be fundraising for the library once again at this year's Duck Race. The Friends will be selling popcorn, raffle baskets and the Pick-a-Duck bags.
7. The New England Aquarium discount coupon is now completely online! This was made possible to the Friends generous support of our museum pass tracker software. We are hopeful that other museums will adopt this format as well as it is very convenient for our patrons as well as our staff.
8. A new brochure for the Friends group has been created.

Programming

9. The Annual Auburn Day and Duck Race takes place on Saturday, September 11. The Library will be hosting "Author Alley" in our parking lot. The library building will be closed, but library staff will have a table out front to hand out library surveys and register new patrons.
10. September is Library Card Month and Griffin Free is again in the running for the annual state trophy.
11. Constitution Day is on September 17 which commemorates the signing of the U.S. Constitution in Philadelphia on September 17, 1787. In celebration, the library will be giving away pocket constitutions to the first 20 library patrons on that day.
12. Upcoming programming includes: twice weekly Story Times, Book Club and Cookbook Club on September 18, STEM on Saturday, October 2, Genealogy Club on October 9, and Preserving Fresh Fruits and Vegetables on October 13.
13. The Library Brochure has been updated.

Policy

14. "First Amendment Audits" have been happening across the country with a particular uptick being experienced in New England. If you are not familiar with these, what happens is a member of the public will come into a public building, including libraries, with a video camera in a confrontational way. They are looking to create an incident that they can then publish to the social media accounts. I am working with staff to discuss how such a situation should be handled.

Statistics

15. Our circulation statistics continue being very strong for both print and physical items. Our patron count continues to rebound from the pandemic, but remains below pre-pandemic levels as we are still not able to hold in-person programming.

| | Aug 2019 | Aug 2020 | Aug 2021 |
|--|-------------|-------------|-------------|
| <i>Business Days (defined as staff operating in the building)</i> | 23 | 20 | 21 |
| <i>2020 Total Circulations (Circ, mus, NHDB)</i> | 2433 | 1596 | 2707 |
| <i>Circulation (In-House)</i> | 1991 | 1024 | 2011 |
| <i>New Issues</i> | 1017 | 531 | 1027 |
| <i>Renewals</i> | 849 | 492 | 873 |
| <i>Magazines circulated (physical)</i> | 1 | 0 | 6 |

| | | | |
|--|------|------|------|
| Borrowed ILL (patron requests) | na | 0 | 92 |
| Lending ILL (lent to other libraries) | 100 | 0 | 70 |
| Museum Passes | 24 | 1 | 19 |
| Circulation (on-line) | 442 | 572 | 696 |
| Overdrive | 298 | 389 | 506 |
| Hoopla | 90 | 154 | 141 |
| Kanopy (plays) | 54 | 29 | 49 |
| Website Page Views | 1276 | 1933 | 2235 |
| Website Visitors | 470 | 718 | 734 |
| Facebook Friends (likes) | 502 | 569 | 606 |
| Phone Calls Taken | 71 | 239 | 91 |
| New Items | 101 | 89 | 111 |
| New Patrons | 26 | 8 | 10 |
| Patron Count (visitors) | 849 | 4 | 541 |
| Donations | 1075 | 2 | 518 |
| Donations kept | 42 | 0 | 10 |
| Weeded | 107 | 88 | 3 |
| | | | |

Last 12 Months (2020 – 2021)

| | Sept 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | June 2021 | July 2021 | Aug 2021 |
|---|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|-------------|
| Business Days (defined as staff operating in the building) | 22 | 23 | 17 | 19 | 21 | 20 | 22 | 22 | 21 | 22 | 22 | 21 |
| 2020 Total Circulations (Circ, mus, NHDB) | 1717 | 1610 | 1630 | 1676 | 1885 | 2003 | 2238 | 2394 | 1911 | 2572 | 2966 | 2707 |
| Circulation (In-House) | 1111 | 1001 | 1034 | 1120 | 1307 | 1410 | 1652 | 1849 | 1342 | 2012 | 2347 | 2011 |
| New Issues | 569 | 463 | 527 | 551 | 802 | 657 | 942 | 940 | 608 | 1256 | 1230 | 1027 |
| Renewals | 492 | 491 | 438 | 507 | 430 | 705 | 618 | 834 | 676 | 665 | 1019 | 873 |
| Magazines circulated | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 3 | 6 |
| Borrowed ILL (patron requests) | 50 | 45 | 62 | 62 | 75 | 46 | 85 | 66 | 45 | 73 | 73 | 92 |
| Lending ILL (lent to other libraries) | 39 | 45 | 37 | 52 | 64 | 14 | 52 | 46 | 45 | 72 | 58 | 70 |
| Museum Passes | 0 | 2 | 4 | 0 | 0 | 2 | 7 | 9 | 13 | 18 | 25 | 19 |
| Circulation (on-line) | 606 | 609 | 596 | 556 | 578 | 593 | 586 | 545 | 569 | 560 | 619 | 696 |
| Overdrive | 446 | 429 | 436 | 379 | 407 | 428 | 409 | 388 | 413 | 395 | 425 | 506 |
| Hoopla | 116 | 141 | 121 | 133 | 120 | 118 | 132 | 126 | 123 | 145 | 137 | 141 |
| Kanopy (plays) | 44 | 39 | 39 | 44 | 51 | 47 | 45 | 31 | 33 | 20 | 57 | 49 |
| Website Page Views | 1480 | 1652 | 1840 | 1572 | 1600 | 1576 | 1552 | 1684 | 1582 | 2212 | 2456 | 2235 |
| Website Visitors | 499 | 578 | 779 | 543 | 616 | 532 | 645 | 729 | 584 | 815 | 972 | 734 |
| Facebook Friends (likes) | 569 | 578 | 581 | 581 | 583 | 586 | 587 | 593 | 593 | 598 | 602 | 606 |

| | | | | | | | | | | | | |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Phone Calls Taken | 271 | 227 | 198 | 210 | 247 | 235 | 324 | 268 | 259 | 137 | 104 | 91 |
| New Items | 88 | 113 | 137 | 70 | 76 | 96 | 127 | 87 | 98 | 123 | 99 | 111 |
| New Patrons | 5 | 11 | 6 | 8 | 8 | 5 | 16 | 1 | 9 | 21 | 19 | 10 |
| Patron Count (visitors) | 21 | 22 | 36 | 36 | 42 | 48 | 70 | 73 | 74 | 528 | 587 | 541 |
| Donations | 23 | 35 | 3 | 112 | 319 | 32 | 61 | 188 | 595 | 790 | 357 | 518 |
| Donations kept | 0 | 12 | 8 | 5 | 0 | 9 | 7 | 0 | 17 | 18 | 13 | 10 |
| Weeded | na | 56 | 141 | 34 | 314 | 1 | 106 | 35 | 120 | 145 | 8 | 3 |

Quote



206 New Bern Place
 Raleigh, NC 27601
 (888) 281-3948

| | | | |
|-----------------------|-----------------------------|-----------------------------|-----------|
| | Billing Address | Shipping Address | 7/27/2021 |
| Name: | Kathy Grouney | Kathy Grouney | |
| Company Name: | Griffin Free Public Library | Griffin Free Public Library | |
| Address: | | 22 Hooksett Street | |
| City, State Zip Code: | Auburn, NH 03032 | Auburn, NH 03032 | |
| | (603) 483-5374 | | |
| | director@ariffinfree.com | | |

| MPN | Description | Quantity | Unit Price | Cost |
|---------|--------------------------|----------|--------------|-------------------|
| EJ120 | EJ Air Purifier | 3 | \$899.00 | \$2,697.00 |
| EJ-HEPA | EJ HEPA Filter | 2 | \$95.00 | \$190.00 |
| EJ-PLEX | EJ Pleated Carbon Filter | 2 | \$79.00 | \$158.00 |
| | Multi Purchase Discount | | | -\$304.50 |
| | | | Total | \$2,740.50 |