



The next regular meeting of the Griffin Free Public Library Trustees will be December 14, 2020 at 6:30 PM and will be held at the Griffin Free Public Library, 22 Hooksett Road, Auburn, NH.

All meetings are open to the public.

*Griffin Free Public Library  
Board of Trustees Meeting  
November 9th, 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 6:35 pm

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Oct Trustee meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. 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/ Nancy Mayland 2<sup>nd</sup>. All in favor. Motion Passed.

Directors Report:

- Reviewed and discussed the Directors Report for September.
- Chris Chickering put together a virtual collection for NH Downloadable for a contest and won runner up. Congratulations!
- Brain Fuse: tutoring and SAT practice tests that are available online. We can get a better price by joining a group of libraries purchasing together. The cost for us is \$800 (saving several hundred dollars), and Kathy would like to get this up and running soon as the kids are in school. Student submits writing and within 24 hours they get a response from the computer, live tutors are also available, open to all age groups including adult. Help with standardized tests and class work. Patrons have been asking for a type of service like this. Kathy suggests we buy in for a few months, see if it is used and if patrons like it. Nancy suggests we use money from the Gift Account for the trial subscription.
- Book Donations: The staff have gone through almost all the donations from last year. The Trustee shed is full and the Friends shed is 1/3 full. Staff will continue scanning for Better World Books and we will keep reviewing when we can start to take donations again.
- Upcoming meetings
  - Joint Personnel Board Nov 19 at 6pm
  - Library Consultant Nov 20 at 6pm
  - Board of Selectman Nov 23 at 7pm
  - Budget Meeting Dec 3<sup>rd</sup> 7pm

- At the last meeting with Turner we talked about sending out the survey. Reviewing the survey Kathy thinks question 6 is redundant and will take it out. Marilyn asked about question 10 and Kathy will reword.
- The Library won a copy of the picture book, Lights Out
- Jamie doing take home STEM activities.
- Mary is doing coloring pages for Veterans Day.
- Book Club is meeting once a month.
- Kathy to participate in a Virtual Volunteer Fair hosted by AARP.
- Statistics all look good.

#### Friends of the library

- The Friends met again in November.
- Ticket Keeper was purchased and is a huge benefit to the staff and our patrons.
- They will not do Santa Breakfast, but are hoping to do the Plant Sale in the spring.
- Suggestion was made to have Dan Carpenter do a program on Auburn History.

#### Old Business:

- AC units – Kathy to follow up.
- Continuum of Service policy discussion. We will continue to monitor the pandemic concerns to open the library more as safety allows or pull back if necessary.

#### New Business:

- NA

#### Any Other Business:

- Kathy asked us to consider if it's appropriate for her to have the same number of holiday's as the other town employees who work 40hrs. The Board to review at the Join Personnel Meeting.

#### Opportunity for the Public to Speak:

- NA

#### Action Items:

- Liz to send congrats note to Chris for getting runner up in the NH downloadable contest for creating collections of books – WWII books.
- Kathy to follow up on the AC Units

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

The next board meeting will be held Monday December 14<sup>th</sup> 6:30pm.  
Meeting adjourned at 8:02pm

Liz Michaud  
Secretary

Griffin Free Public Library

Meeting Date: December 14, 2020

Treasurer's Report, November 30, 2020

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:** \$12.99 to Kingston Community Library cleared

Bank Balances:

Museum:	\$ 3,450.08
Operating:	\$ 0
Clearing Account:	\$ 52.73
Gift:	\$ 3,172.97
Book Sale:	\$ 4,722.92
Additional Funds:	\$ 6,227.94
Cap Stock Acct (req'd.)	\$ <u>5.00</u>
Bank Funds:	\$ 17,631.64
Investment Acct (NHPDIP):	\$ 45,631.00
Total Funds:	\$ 63,262.64

Current Status (Budgeted Funds):

Respectfully submitted,

Marilyn Cavanaugh, Treasurer

**Griffin Free Public Library - 2020**

Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Difference	%
<b>Lending Materials</b>	<b>847.98</b>	<b>4,381.64</b>	<b>1,912.91</b>	<b>915.49</b>	<b>827.46</b>	<b>972.77</b>	<b>1,921.59</b>	<b>209.66</b>	<b>2,574.98</b>	<b>2,202.60</b>	<b>1,286.52</b>	<b>0.00</b>	<b>18,053.60</b>			
Print	437.98	1,666.12	506.84	98.08	538.11	893.79	1,137.69	752.53	828.32	1,599.35	703.55	0.00	9,162.36	9,300.00	137.64	99%
Books	0.00	1,564.52	506.84	98.08	538.11	893.79	1,137.69	752.53	828.32	1,599.35	643.55	0.00	8,562.78			
Adult	0.00	1,427.45	506.84	92.01	538.11	744.12	1,000.70	641.61	626.17	1,417.63	603.26	0.00				
Youth	0.00	137.07	0.00	6.07	0.00	149.67	136.99	110.92	202.15	181.72	40.29	0.00				
Periodicals, Ref	437.98	101.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00	599.58			
Electronic	410.00	2,715.52	1,406.07	817.41	289.35	78.98	783.90	-542.87	1,746.66	603.25	582.97	0.00	8,891.24	9,212.00	320.76	97%
CARES						-500.00	-900.00	0.00								
Audio/CD	0.00	176.46	247.49	31.49	0.00	0.00	192.99	71.95	141.71	234.40	137.48	0.00	1,233.97			
Downloadables	0.00	2,117.00	1,158.58	588.00	0.00	48.99	949.98	103.00	1,565.97	57.00	345.03	0.00	6,933.55			
Databases	410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
DVDs	0.00	422.06	0.00	197.92	289.35	29.99	140.93	182.18	38.98	311.85	100.46	0.00	1,713.72			
Adult	0.00	407.07	0.00	157.43	255.62	29.99	44.23	104.96	38.98	242.13	0.00	0.00	1,280.41			
Youth	0.00	14.99	0.00	40.49	33.73	0.00	96.70	77.22	0.00	69.72	0.00	0.00	332.85			
Programs	615.00	197.80	0.00	0.00	300.00	0.00	62.87	275.00	0.00	50.00	0.00	0.00	1,500.67	1,150.00	-350.67	130%
Adult	615.00	197.80	0.00	0.00	300.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	1,162.80			
Youth	0.00	0.00	0.00	0.00	0.00	0.00	62.87	0.00	0.00	0.00	0.00	0.00	62.87			
Computer Systems	3,349.99	82.96	0.00	942.16	0.00	0.00	-104.18	2,490.99	270.62	-941.63	0.00	0.00	6,090.91	7,000.00	909.09	87%
CARES						-142.16				-1,472.88						
Hardware	0.00	0.00	0.00	0.00	0.00	0.00	37.98	1,478.99	24.62	0.00	0.00	0.00	1,541.59			
Software	49.99	132.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.94			
Elec. Supp./host'g	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,012.00	246.00	531.25	0.00	0.00	5,089.25			
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	0.00			
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	1.00	1.00	0%
Maintenance	0.00	120.00	425.00	240.00	180.00	240.00	860.00	1,170.00	432.75	720.00	300.00	0.00	4,687.75	7,250.00	2,562.25	65%
CARES										-685.00						
Supplies	520.60	68.54	0.00	0.98	724.58	688.12	-347.07	-60.66	674.39	2,166.92	2,283.92	0.00	6,720.32	2,500.00	-4,220.32	269%
CARES							-523.18	590.73	0.00							
Training	25.00	0.00	0.00	60.00	150.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	270.00	2,300.00	2,030.00	12%
Utilities	1,019.28	962.35	1,030.61	612.32	644.34	246.70	216.07	583.71	208.47	592.40	952.48	0.00	7,068.73	8,900.00	1,831.27	79%
<b>Total Expenses</b>	<b>6,377.85</b>	<b>5,813.29</b>	<b>3,368.52</b>	<b>2,770.95</b>	<b>2,826.38</b>	<b>2,147.59</b>	<b>2,609.28</b>	<b>4,668.70</b>	<b>4,196.21</b>	<b>4,790.29</b>	<b>4,822.92</b>	<b>0.00</b>	<b>44,391.98</b>	<b>47,613.00</b>	<b>3,221.02</b>	<b>93%</b>
													44,391.98			
													44,391.98			



# December 2020 Director's Report

## SERVICES

1. Responding to a patron suggestion, I have curated an Overdrive collection of titles owned by Griffin Free. These titles are more readily available to our patrons as versus ones that are part of the shared collection.
2. The temporary Ancestry Library Edition remote access link stopped working due to browser updates. It has been resolved and remote access has been extended to March, 2021.
3. I posted a series of website posts on the Goodreads 2020 Choice Award Winners has generated an increase in Website hits in December.

## POLICY

4. The Girl Scouts and Boy Scouts have both requested to use the backyard of the library as meeting space during the pandemic. The current meeting space policy does not extend to outside use.

## PROGRAMS

5. Miss Mary's take home craft this month was build a gnome snow globe which was very popular.
6. Miss Jamie's STEM activity kit was on light pollution.

## BUDGET

7. By participating in the group purchasing through MHEC, the library saved \$8,592 in 2020. Vendors participating in this discount program include Ingram, Office Depot, Midwest Tape and WT Cox.
8. The Library Director and Trustee Chair met with the Budget Committee on December 3, 2020 to present the Library's 2021 Operational Budget which was approved.

## STAFF

9. Staff meetings continue via WebEx biweekly.
10. One staff review was conducted in November.

## FACILITIES

11. The Meeting with Patience Jackson, the library consultant went well. She is working on her report and needs the following dates from the Trustees:
  - a. Reading Room / Museum Mid 1890's?
  - b. Entrance Room and Adult Bookstacks? DATE?
  - c. Circulation Area? DATE?
  - d. Children's Room? DATE?
  - e. Office/ Restroom DATE?
  - f. Garden/Patio 2013

## FRIENDS

12. The Friends met on December 7 via Zoom. They voted to continue to support Ancestry Library edition at \$410 for 2021.
13. The Friends will be holding their holiday get together via Zoom on December 11 at 7:00 PM.

## STATISTICS

	<b>Nov 2018</b>	<b>Nov 2019</b>	<b>Nov 2020</b>
<b>Business Days (defined as staff operating in the building)</b>	20	19	17
<b>2020 Total Circulations (Circ, mus, NHDB)</b>	1557	2204	1630
<b>Circulation (In-House)</b>	1258	1705	1034
<b>New Issues</b>	922	907	527
<b>Renewals</b>	238	731	438
<b>Magazines circulated</b>	5	4	3
<b>Borrowed ILL (patron requests)</b>	na	Na	62
<b>Lending ILL (lent to other libraries)</b>	79	59	37
<b>Museum Passes</b>	14	4	4
<b>Circulation (on-line)</b>	299	499	596
<b>Overdrive</b>	250	348	436
<b>Hoopla</b>	49	111	121
<b>Kanopy (plays)</b>	na	40	39
<b>Website Page Views</b>	1133	1113	1840
<b>Website Visitors</b>	401	402	779
<b>Facebook Friends (likes)</b>	470	522	581
<b>Phone Calls Taken</b>	63	58	198
<b>New Items</b>	123	116	137
<b>New Patrons</b>	15	9	6
<b>Patron Count (visitors)</b>	666	640	36
<b>Donations</b>	1568	1158	3
<b>Donations kept</b>	42	10	8
<b>Weeded</b>	124	97	141



Respectfully submitted by,  
Kathy Gowney, Library Director