



Updated time: the next regular meeting of the Griffin Free Public Library Trustees will be November 9, 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 Library Trustee Meeting Agenda

Date: November 20, 2020
Location: Griffin Free Public Library
Time: 6:30 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
- Any other business
- Adjourn

*Griffin Free Public Library
Board of Trustees Meeting
October 6th, 2020 at 6:30pm
Auburn Town Hall*

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

Bill Herman and Keith Leclair were also in attendance.

Nancy Mayland called the meeting to order at 6:42 pm

Presentation by The HL Turner Group:

- Bill Hickey and Doug Proctor gave a presentation regarding a redesign on the conceptual drawing they presented last month.
- The new design is adjusted to move the children's rooms together, added additional space for the director's office, a break room for the staff, custodial closet, additional stack space, larger meeting space. The building is longer to accommodate these changes.
- Kathy would prefer the building to be a large square building that can be flexible, with a moveable circulation desk, adaptable to issues that happen such as covid, senior usage, stacks that can be organized with a flow for the collection. Children's space should accommodate 6 kids plus adults, so the story nook needs to be large enough. Having the kids' room and the circulation desk next to each other could be a problem with noise. The break room needs storage, a frig and microwave. Directors office has space for three people. When the next pandemic hits, we could open if there are open spaces, rather than nooks that don't allow people to be 6 feet away from each other.
- Nancy asked if according to the RFP is this what we were looking for? Bill Herman confirmed that a site eval and preliminary drawings were expected. Bill Hickey said it was their intent to flush out ideas and challenges by putting together a design.
- If we engaged a library consultant, they would work with HL Turner and help them develop the design and write a document.
- Discussion about engaging the community, getting their feed back on what a community center means to them and what they would like to see. (Primex, Survey's, etc.
- Marilyn asked about accommodating Kathy's question about getting more of an open space and less nooks.
- Bill suggested maybe we maintain the original structure and the parking lot view from the design but make it more of a large square space in the back.
- Doug suggested if we think we need a library consultant we should go that way before he starts making more changes to the design. He'll wait to make any more changes until we have one on board and they can work with layouts.
- HL Turner asked us about an overall budget.

- Average per capita space for a NH library is 1.42 square feet, which means we should have 6,426 square feet not planning for growth, the current design is 5300, 4000 ft new building and 1300 current building.
- Doug Proctor says he thinks his current design would be about \$4 million.
- Keith asked the cost of a library consultant – Kathy said between 5-15thousand. Initial 5k would cover the space planning.
- Keith mentioned that while we went through the project – what is the feasibility of the land. They've taken soil samples, and mentioned the high water table, and don't think there's any constriction on the property and what we could build. For Doug Proctor to really develop the design we need to get the feedback from the community and the survey. Keith Leclair suggested having meeting with smaller groups from groups like the Scouts, the school, the teams (lil league, soccer), Parks and Reqs, local small businesses, The front will have to have some nooks to maintain the character of the town, but the back could be squared off.
- We will do some work and then get back to HL Turner Group and start working again.
- Bill said we are under budget and there is money this year for a library consultant. Kathy to send a written proposal asking for money to use the library consultant this year as part of the existing plan with HL Turner. She will mention that it was budgeted, detail what's been expended and how this new cost fits into the total budget.
- Focus groups are the people who know what they need. Survey allows all the people in town a channel for expressing their thoughts about a new library and community space.

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Sept Budget meeting sept 21st. of Trustee Meeting.
- Budget meeting minutes – correct the title.
- Motion to approve the minutes after the title correction made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor. Motion Passed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for September.
- Clearing account over, but the amount has been transferred to gift account and will show in the next report.
- Mobile beacon is the bill for the WIFI portable access.
- The program line is overspent and we have an additional bill for the genealogy plan, however we are still under the overall budget.
- 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 September.
- The trial for remote printing has gone well and Kathy will post to the public. This is a free trial from the company for now, if we decide to keep this next year the cost will be \$300 per year.
- ILL program has run smoothly for the last few weeks, many quarantine boxes in the library. It takes approx. 1 week longer than in the past due to the pandemic.
- Majority of patrons like porch pick up, and a few folks are coming in for appointments each week. The staff is ready to add a few hours each day for appointments, with all day Friday still open. Mary and Jaime want the kids room open, but we want to keep the circulation desk room blocked off. Kathy proposed that the children's room open for appointments on Saturdays, allowing patrons to come in from the patio into the kids room. No staff in the room. Non-essential items from the kids' room have been moved out to reduce high touch items that need to be cleaned. The board supports Kathy in this proposal.
- The skunk has been trapped and relocated.
- Mary's friend took care of the foundation.
- Second quote coming for the AC units on Thursday.
- Book club still being run by a volunteer.
- Genealogist presenting in a few weeks.
- Our statistics have gone crazy but so have the States stats. More eBooks are now being requested, and print is rebounding too.
- Physical item stats are almost back to where we were a year ago, Overdrive check outs are the highest ever.

Friends of the library

- The Friends met again in October.
- Ticket Keeper was purchased and will be a huge benefit to the staff and our patrons.
- They renewed the regular passes for the museums that are open, and the museum page has been updated on the library web site.

Old Business:

- Foundation issue has been resolved.
- Reviewed the budget to make sure it all looked as planned. Marilyn noted one correction. Kathy has asked Adele for a date to meet with the Selectman.

New Business:

- Continuum of Service policy -discuss at the next meeting.

Any Other Business:

- NA

Opportunity for the Public to Speak:

- NA

Action Items:

- NA

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz michaud2nd. All in favor. Motion Passed.

The next board meeting will be held Monday November 9th 6pm.

Meeting adjourned at 8:32 pm

Liz Michaud
Secretary



November 2020 Director's Report

SERVICES

1. We added appointment hours to our schedule Tuesday – Saturday as of 10/27/20 for either the adult room or the children's room.
2. A group of NH Libraries are banding together to obtain better pricing on the Tutoring service BrainFuse. They are looking to start this as soon as possible. Not only would it provide online tutoring to Griffin Free Public Library card holders, it also provides academic standardized practice tests. The quote is for \$800 for a one-year subscription. More information is available at <http://home.brainfuse.com/libraries/>.
3. The new online Museum Pass reservation system is now live. The annual subscription was paid for by the Friends of Griffin Free Public Library. It allows Griffin Free card holders to reserve a pass 24x7. The first pass was booked less than 24 hours after the system went live. It will make it easier for patrons to reserve passes, streamline staff workflows and provide report statistics.

BUDGET

4. Nancy Mayland and I attended the October 19, 2020 Board of Selectman Meeting to request funding for a Library Consultant to help determine future building needs. The BOS approved up to \$10,000.
5. The Library is scheduled to present the 2021 budget to the Board of Selectman at their 7 PM meeting, November 23.
6. The Library is scheduled to present the 2021 budget to the Budget Committee at their 7 PM meeting, December 3.

FACILITIES

7. Library Consultant Patience Jackson has been hired and will conduct a library visit on November 20th.
8. The Library will be closed on November 11th for Veteran's Day.
9. The Library will be closed for Thanksgiving on November 26 and November 27; and will have shortened hours on November 25 (1 PM – 5 PM).
10. Nancy Mayland and I have begun to hold focus groups with different town groups to learn about their organizations and needs.

11. I have received additional feedback on the Library Survey and would like to remove question 6 as it is redundant. The survey will then go live the week of November 9 and be available online or in print.

STAFF

12. The staff continue to meet via WebEx every other week. This has been very helpful as we continue to roll out new or modified services on a much faster pace than normal.

DONATIONS

13. The library won a copy of the picture book, *Lights Out* by Marsha Diane Arnold, illustrated by Susan Reagan and it has been added to the collections. A complete list of winners is available at: <https://www.curiouscitydpw.com/2020/09/16/lights-out-activities/>.
14. The library staff are prepared to start taking book donations again, with the Trustees approval. Our most limiting factor right now is space for quarantining and then sorting the material. We will only be able to handle a small amount of donations at a time.

PROGRAMMING

15. STEM – Jamie L'Italien has created take home STEM themed kits for the month of October.
16. Miss Mary created coloring pages for children to color and return to be given to a local VA.
17. The next virtual book club meeting will be at 6:30 PM on Wednesday, December 3.
18. I am working with the SNHPC to hold an Auburn Virtual Volunteer Fair. More details will be forthcoming.
19. The library participated again this year in Auburn Park & Recs Trunk or Treat on October 31.

STATISTICS

20. Like the majority of NH libraries, we are finding that our circulation of physical items continues to be lower than in preceding years and that our electronic circulations have increased. This continues to be true this month. Our Facebook likes continues to grow, the website is receiving more usage and the number of phone calls continues to stay high this month.

	OCT 2018	OCT 2019	OCT 2020
BUSINESS DAYS	22	23	23
2020 TOTAL CIRCULATIONS (PHYSICAL AND ONLINE EXCLUDING DATABASES)	1731	2558	1610
CIRCULATION (IN-HOUSE)	1356	2053	1001
NEW ISSUES	951	1054	463
RENEWALS	254	893	491
MAGAZINES CIRCULATED	6	2	0
BORROWED ILL (PATRON REQUESTS)			45
LENDING ILL (LENT TO OTHER LIBRARIES)	138	102	45
MUSEUM PASSES	7	2	2
CIRCULATION (ON-LINE)	375	505	609
OVERDRIVE	327	324	429
HOOPLA	48	102	141
KANOPY (PLAYS)	na	79	39
WEBSITE PAGE VIEWS	1206	1368	1652
WEBSITE VISITORS	423	457	578
FACEBOOK FRIENDS (LIKES)	470	515	578
PHONE CALLS TAKEN	95	73	227
NEW ITEMS	142	116	113
NEW PATRONS	16	21	11
PATRON COUNT (VISITORS)	774	821	22
DONATIONS	2499	1197	35
DONATIONS KEPT	41	29	12
WEDED	24	119	56

Respectfully submitted by,

Kathy Growney

Griffin Free Public Library - 2020

Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Nov	Dec	YTD	Budget	Difference	%		
Lending Materials	847.98	4,381.64	1,912.91	915.49	827.46	972.77	1,921.59	209.66	2,574.98	2,202.60	0.00	0.00	16,767.08				
Print	437.98	1,666.12	506.84	98.08	538.11	893.79	1,137.69	752.53	828.32	1,599.35	0.00	0.00	8,458.81	9,300.00	841.19	91%	
Books	0.00	1,564.52	506.84	98.08	538.11	893.79	1,137.69	752.53	828.32	1,599.35	0.00	0.00	7,919.23				
Adult	0.00	1,427.45	506.84	92.01	538.11	744.12	1,000.70	641.61	626.17	1,417.63							
Youth	0.00	137.07	0.00	6.07	0.00	149.67	136.99	110.92	202.15	181.72							
Periodicals, Ref	437.98	101.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	539.58				
Electronic	410.00	2,715.52	1,406.07	817.41	289.35	78.98	783.90	-542.87	1,746.66	603.25	0.00	0.00	8,308.27	9,212.00	903.73	90%	
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	0.00	0.00	1,096.49				
Downloadables	0.00	2,117.00	1,158.58	588.00	0.00	48.99	949.98	103.00	1,565.97	57.00	0.00	0.00	6,588.52				
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	0.00	0.00	1,613.26				
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											
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	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					
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					
Maintenance	0.00	120.00	425.00	240.00	180.00	240.00	860.00	1,170.00	432.75	720.00	0.00	0.00	4,387.75	7,250.00	2,862.25	61%	
CARES																	
Supplies	520.60	68.54	0.00	0.98	724.58	688.12	-347.07	-60.66	674.39	2,166.92	0.00	0.00	4,436.40	2,500.00	-1,936.40	177%	
CARES																	
Training	25.00	0.00	0.00	60.00	150.00	0.00	0.00	0.00	35.00	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	0.00	0.00	6,116.25	8,900.00	2,783.75	69%	
Total Expenses	6,377.85	5,813.29	3,368.52	2,770.95	2,826.38	2,147.59	2,609.28	4,668.70	4,196.21	4,790.29	0.00	0.00	39,569.06	47,613.00	8,043.94	83%	
													39,569.06				
													39,569.06				