

The Board of Trustees of the Griffin Free Public Library will be holding a meeting on Monday, July 13 at 6:30 pm.

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Selectmen's meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.

*Griffin Free Public Library
Board of Trustees Meeting
June 26, 2020 at 9:30am*

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

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Trustee's meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.

Nancy Mayland called the meeting to order at 9:31am

Nancy Mayland read the following preamble:

Good Evening, as Chair of the Board of Library Trustees, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote to be in accordance with the provisions of RSA 91-A:2, III (e).

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

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

Correspondence:

- Email from Brenda Beer read by Nancy Mayland. Brenda is resigning as an Alternate Trustee.
- Motion to accept her resignation with great sorrow made by Nancy Mayland/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

Review Previous Meeting Minutes:

- Reviewed the minutes of the June 16th Board of Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/Nancy Mayland 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- As soon as the towns website is back up the minutes will be posted.
- Action Item: Nancy Mayland spoke with Bill Herman about Chris Chickering's suggestion to have the reports posted along with the minutes. There are no RSA requirements however it is a nice idea and we will do this going forward.

Directors Report:

- Report reviewed and discussed.
- Kathy Growney mentioned the library staff has been meeting virtually one hour each week and they would like to continue doing this rather than once a month for two hours. Kathy would like to create a policy for virtual staff meetings to say they will be paid for the actual time they spend on the meeting, there will be no minimum length requirement.
- Motion to accept the virtual staff meeting policy made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- The staff would like to create a Story Walk on the library lawn. Each page of a book is posted on the lawn and families walk from page to page reading the book. There can be activities along with the story. This could be done in the back where the town has been mowing the field. If this goes well, we could continue this and rotate books every so often. There is a cost to purchasing the books and for the posts to display the pages. Kathy would like to do a temporary version to get it up quickly and then if it goes well, get them done more permanently. If we get donations for the stories or the posts, we can include that information in the walk. It's a good way to use the field and show people we have the property. Kathy will go ahead with this project.
- The virtual summer reading program has started.
- Discussion of the Library Survey. Kathy asked if it should be longer or shorter, but the board agreed it is the right length. The survey will be posted on-line, but it will be available in hard copy too. Marilyn suggested we that we make sure people are aware they should fill this out with information about how they use the library before COVID, during normal times. We discussed when to send it and Kathy will talk to town hall to see if they have a recommendation. But Kathy would like to send it out over the summer. Nancy suggested making it optional for people to add their name and email, If they do, their name would be entered into a raffle for a new waterproof kindle. It was suggested to ask for this information at the beginning of the survey.

Old Business:

- Discussion on gradual reopening of the library: The library staff is back regularly, and they are adapting to safety regulations, but they are worried about opening the building to patrons. They talked about opening with appointments sometime in August. We do have sneeze guards in place, curb side is going well, and staff are stepping outside and socializing while maintaining social distancing. Kathy suggested getting a second library phone line as staff is spending more time helping people and doing research on the phone and patrons are calling from the parking for porch pick up. She is also looking into texting/IM from the phone to a computer. However, the current staffing levels (no more than two staff in the building) makes it hard to cover this extra phone work too. Kathy would like to allow people to do faxing and copying, by driving to the library and giving the paperwork to the staff who will go into the building to do the fax and copy and then bring it back to the patron. Kathy will discuss this with the staff and amend the porch policy to include this service if appropriate.

New Business:

- Update on the expansion feasibility study: The Turner Group was selected to do the study at the library. We have a proposal and agreement that will be signed. The process will begin shortly, and Kathy Growney will keep us updated.
- Grant Acceptance Meeting date Thursday July 2 6:30
- Now that things have stabilized, we will go back to our regular Trustee Meeting schedule and Liz Michaud will start doing the monthly agenda again.

Any Other Business:

- NA

Opportunity for the Public to Speak:

- NA

Action Items:

- Liz Michaud to send thank you note to Brenda Beers for her time on the Board.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

The next meeting will be held Monday July 13th at 6:30pm.

Meeting adjourned at 10:13am

Liz Michaud
Secretary

Griffin Free Public Library

Meeting Date: July 13, 2020

Treasurer's Report, June 30, 2020

Activity:

Operating Account: Closed

Additional Funds: Deposit of \$7.49 for lost book

Book Sale: No activity

Investment Account (NHPDIP): no activity.

Gift Account: Deposit of \$62.92 from Town of Auburn – Trustee of Trust Funds, restricted for new books

Museum Account: No activity.

Clearing Account: No activity

Bank Balances:

Museum:	\$ 3,448.65
Operating:	\$ 0
Clearing Account:	\$ 52.68
Gift:	\$ 3,172.17
Book Sale:	\$ 4,720.94
Additional Funds:	\$ 6,213.58
Cap Stock Acct (req'd.)	\$ 5.00
Bank Funds:	\$ 17,613.02
Investment Acct (NHPDIP):	\$ 45,604.32
Total Funds:	\$ 63,217.34

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	%
Lending Materials	847.98	4,381.64	1,912.91	915.49	827.46	972.77										
Print	437.98	1,666.12	506.84	98.08	538.11	893.79	0.00	0.00	0.00	0.00	0.00	0.00	4,140.92	9,300.00	5,159.08	45%
Books	0.00	1,564.52	506.84	98.08	538.11	893.79	0.00	0.00	0.00	0.00	0.00	0.00	3,601.34			
Adult	0.00	1,427.45	506.84	92.01	538.11	744.12										
Youth	0.00	137.07	0.00	6.07	0.00	149.67										
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	0.00	0.00	0.00	0.00	0.00	0.00	5,717.33	9,212.00	3,494.67	62%
Audio/CD	0.00	176.46	247.49	31.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	455.44			
Downloadables	0.00	2,117.00	1,158.58	588.00	0.00	48.99	0.00	0.00	0.00	0.00	0.00	0.00	3,912.57			
Databases	410.00	0.00	0.00	0.00	0.00											
DVDs	0.00	422.06	0.00	197.92	289.35	29.99	0.00	0.00	0.00	0.00	0.00	0.00	939.32			
Adult	0.00	407.07	0.00	157.43	255.62	29.99	0.00	0.00	0.00	0.00	0.00	0.00	850.11			
Youth	0.00	14.99	0.00	40.49	33.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.21			
Programs	615.00	197.80	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,112.80	1,150.00	37.20	97%
Adult	615.00	197.80	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,112.80			
Youth	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	3,349.99	82.96	0.00	942.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,375.11	7,000.00	2,624.89	63%
Hardware	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			
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	0.00	0.00	0.00	0.00	0.00	3,300.00			
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	0.00	0.00	0.00	0.00	0.00	0.00	1,205.00	7,250.00	6,045.00	17%
Supplies	520.60	68.54	0.00	0.98	724.58	688.12	0.00	0.00	0.00	0.00	0.00	0.00	2,002.82	2,500.00	497.18	80%
Training	25.00	0.00	0.00	60.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	235.00	2,300.00	2,065.00	10%
Utilities	1,019.28	962.35	1,030.61	612.32	644.34	246.70	0.00	0.00	0.00	0.00	0.00	0.00	4,515.60	8,900.00	4,384.40	51%
Total Expenses	6,377.85	5,813.29	3,368.52	2,770.95	2,826.38	2,147.59	0.00	0.00	0.00	0.00	0.00	0.00	23,304.58	47,613.00	24,308.42	49%
													23,304.58			
													23,304.58			



Estimate
6072
 Printed 7/2/2020

257 Bridge St.
 Manchester, NH
 03104-5096
 NH WATS



<p>Estimate submitted to: GRIFFIN FREE PUBLIC LIBRARY 22 HOOKSETT ROAD PO BOX 308 AUBURN, NH 03032</p> <p>Home: (603) 483-5374</p>	<p>Estimate Location: GRIFFIN FREE PUBLIC LIBRARY 22 HOOKSETT ROAD PO BOX 308 AUBURN, NH 03032</p> <p>Home: (603) 483-5374</p>
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SCOPE OF WORK:
 ADD FIELDS UV BULB INTO RETURN DUCT WITH ALL WIRING AS NEEDED

MATERIALS:
 1-FIELDS UV-12 BULB COMPLETE
<https://www.fieldcontrols.com/uv-12-uv-air-purifier-allergy-air-purifier/>
 ALL WIRING AS NEEDED

We propose hereby to furnish material and labor - complete in accordance with above specifications

Payment to be made _____ dolla (**\$685.00**)

100% UPON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation

In the event that there is a Default under the terms of this agreement, the person to whom this proposal is made shall be responsible for all costs of collection, including

Authorized _____
 NOTE This proposal may be _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are

Signature _____ Date of Acceptance _____
 Print Name _____ Signatory _____
 Print _____ Individually a _____

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032

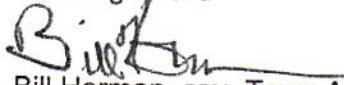


Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Building Department Conservation Commission Town Administration
Parks & Recreation Police Department Fire Department
Cemetery Trustees Library Trustees & Library Director
Road Agent / Highway Auburn School District

Cc: Planning Board


From: Bill Herman, CPM, Town Administrator

Date: June 23, 2020

Re: Update of Auburn Capital Improvements Plan for 2021

Hard to believe that the FY 2021 budget process is looming in the months ahead, it is also time for us to gather data and information necessary to update the Town's current 2020 – 2025 Capital Improvements Plan (CIP). The purpose of the CIP is to enable the Town to plan the financial budgeting needs and priorities in both the short-term and long-term. To that end, we want to provide the most current information possible to the Selectmen and Budget Committee ahead of the FY 2021 budget process that begins in September.

The Capital Improvement Plan is part of the Planning Board's responsibility. To assist them in this effort, Dan Tatem of Statec Consulting and I will be gathering the updated information needed for the Planning Board to be able to work on this project in August.

As part of updating the Town's long-term plan, we need each Town Department Head to provide the capital expenditure needs of their respective areas and to rank the items as to the level of importance and priority.

To assist in this effort, we are attaching a copy of the current six year plan so you will see what is already included, as well as the Planning Board's definitions used for a capital expense. You will not have to re-submit anything that is already included in the current CIP, **but please review the costs listed to see if they remain reasonably accurate and provide more current numbers if you should.** If there are additional items to be added to the CIP, please complete and return one of the Capital Project Worksheet and Submission for each new item.

We are seeking your input by no later than **Monday, July 27, 2020**. This will enable us to compile the material we have, update the current CIP to delete what was accomplished in 2020, re-shuffle items from 2020 that may not have been accomplished, add items for 2026 and submit the revision to the Planning Board by mid August.

If you have any questions, please feel free to contact me at 483-5052 ext. 111 or e-mail me at townadmin@townofauburnnh.com.

Thank you for your consideration.

Attachments

AUBURN CIP PROGRAM Capital Project Worksheet and Submission Form

Town of Auburn
Capital Improvements Plan
2021-2026

TOWN OF AUBURN CAPITAL IMPROVEMENT PLAN PROJECT WORKSHEET

Priority ranking _____ Year First Scheduled _____ Year needed _____

Department _____ Department Priority _____ of _____ projects Date of submission _____

Type of Project: Primary purpose of project is to: (check one)

- Replace / repair existing facilities or equipment
- Improve quality of existing facilities or equipment
- Expand capacity of existing service level/facility
- Provide new facility or service capability

Service Area of Municipality Neighborhood
Project Impact: School District Street
 (check one) Region Other Area

Project Description:

- Project Rationale:**
- Removes imminent threat to public health or safety
 - Alleviates substandard conditions or deficiencies
 - Responds to federal or State requirement for implementation
 - Improves the quality of existing services
 - Provides added capacity to serve growth
 - Reduces long-term operating costs
 - Provides an incentive to economic development
 - Eligible for matching funds available until _____

Narrative Justification: (Attach all backup material if possible)

	Capital Costs	Impact on Operating & Maintenance
	(Itemize as Necessary)	
	Dollar Amount (in current \$)	Costs or Personnel Needs
\$	Planning/feasibility analysis	<input type="checkbox"/> Increases personnel requirements
\$	Architecture & engineering fees	<input type="checkbox"/> Increases O & M costs
\$	Real Estate acquisition	<input type="checkbox"/> Reduces personnel requirements
\$	Site preparation	<input type="checkbox"/> Reduces O & M costs
\$	Construction	
\$	Furnishings & equipment	Dollar Cost of Impacts if known:
\$	Vehicles and capital equipment	(+) \$ _____ annually
\$		(-) \$ _____ annually
\$		Estimated useful life is _____ years
\$	Total project cost	

Sources of Funding:

Grant from: _____ \$ _____ show type
 Loan from: _____ \$ _____ show type
 Donation/bequest/private _____
 User charge or fee _____
 Capital reserve withdrawal _____
 Impact fee account _____
 Warrant article _____
 Current revenue _____
 General obligation bond _____
 Revenue bond _____

Form Prepared by:

(Signature)

(Title)

Special assessment _____ (Department/Agency)

(Date prepared)

Total Project Cost \$ _____

E. PRIORITY SYSTEM

The CIP establishes a system to assess the relative priority of projects requested by the various departments, boards, and committees. Each proposed project is individually considered by the Committee and assessed a priority rank based on the descriptions below:

“U”—Urgent	Cannot be delayed; needed for health or safety.
“C”—Committed	Part of an existing contractual agreement or otherwise legally required.
“N”—Necessary	Needed to maintain existing level and quality of community services.
“D”—Desirable	Needed to improve quality or level of services.
“F”—Deferrable	Can be placed on hold until after 7-year period but supports community development goals.
“R”—Research	Pending results of ongoing research, planning, and coordination.
“I”—Inconsistent	Conflicts with an alternative project/solution recommended by the CIP. Contrary to land use planning or community development goals.

Table 3 contains the projects proposed by Town Department. The information in Table 3 represents all requests for capital projects submitted by each municipal division. The 'CIP Priority Recommendations' in the column to the far right describes the rank assigned by the Planning Board to each of these projects within the seven categories of relative project priority.

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)



QUESTIONNAIRE

INTRODUCTION

This survey was created prior to the COVID-19 with the hope of sending it out this summer for feedback. We debated whether to send it out during the pandemic and the current state of emergency as it might change some of your answers. We are really looking for feedback for services prior to the pandemic, and not the current state of the library. Thank you for agreeing to help us learn about your experience using library services. Your answers are completely anonymous and cannot be linked to you in any way that can identify you.

We will be holding a raffle for a new Kindle Paperwhite (waterproof version). In order to be entered into the drawing, you will need to provide your name and email at the end of the survey. Thank you very much.

OPTIONAL FOR DRAWING OF THE KINDLE. You will need to pick up the Kindle at the library.

NAME: _____

PHONE NUMBER / EMAIL _____

Section 1: Please check one answer for each of the following:

1. Do you have a library card? Yes No

2. On average, how often do you visit the library?

Daily Weekly Monthly Less than
once a month Never

3. How would you rate each of the following library services?

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Collection (books, DVDs, games, magazines, audiobooks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Collections (ebooks, streaming audiobooks, movies, music, magazines, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs (classes, storytimes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Borrowing from other libraries (Inter- library loan/ILL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers and printers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access					
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how would you rate the library?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How important is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing physical materials (books, DVDs, games, magazines, audiobooks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference (research assistance from librarians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs (classes, storytimes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers and printers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help using computers, printers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study rooms/reading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Borrowing from other libraries (Interlibrary Loan/ILL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photocopier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers and magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebound services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how important is the library to you and your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. How do you typically find out about library programs? Check all that apply.

- Library website
- Social media (Facebook or Twitter)
- Auburn Crier
- Outdoor library sign
- Signs or flyers in the library
- Signs or flyers around town
- Word of mouth
- Library staff
- Don't know/Not applicable
- Other: _____

Section 2: We value your opinions. Please answer the following questions:

6. What do you value most about the library?

7. How could the library or its services be improved?

8. How does the library benefit you or the community?

9. Have you or an organization you are involved with had difficulty finding meeting space in Auburn?

10. Looking forward, do you think it makes sense to look at the potential of expanded space at the library that would include "community center" space to meet community meeting room needs?

11. What additional services, programs, or space usage do you want to see at Griffin Free Public Library in the future?

Section 3: Please tell us about yourself so that we may better serve you. Please check one answer for each of the following.

9. How old are you?

- 12 or under
- 13-18
- 19-24
- 25-64
- 65 or older

10. What is the highest level of education you have completed?

- Some high school
- High school graduate or GED
- Some college
- College degree or higher

11. What is your preferred language?

- English
- Spanish
- French
- Other—please specify: _____

12. What is your employment status?

- Employed or self-employed
- Homemaker
- Retired
- Student
- Unemployed

Thank you for your time! If you have questions about this survey or about the library, please contact us at director@griffinfree.org.



LIBRARY CONTINUUM OF SERVICES IN EVENT OF PANDEMIC

These phases may be skipped or mixed depending on government recommendations, severity of outbreak, staffing levels and availability of resources. The intent is to move forward, or backwards, based on the current situation and best information available.

Building closed to the Public

1A. Stay-at-home order and/or high rates of illness:

- Only virtual services will be available; virtual programs and telephone services may cease if staffing is too reduced.
- Most staff will be assigned work at home.
- Bookdrops closed.
- No book donations accepted.
- Wi-Fi network available from the parking lot.

2A. Stay-at home order:

- Only virtual services available. Virtual programs and telephone services are reinstated if they ceased.
- Staff hours are increasingly worked within the building.
- Department projects are reinstated if they ceased.
- Bookdrops may be reopened.
- No book donations accepted.
- Wi-Fi network available from the parking lot.

3A. State-of-emergency and enough staff available to maintain services:

- Non-furloughed staff return to working all their hours at the library.
- Some or most furloughed staff may be recalled to work.
- Book drops are reopened. A minimum of 72 hours passes before curbside service is reinstated. Staff will regularly wash and/or sanitize their hands. Items are quarantined for 72 hours before being checked in and return to circulation or shelved.
- After initial wave of returned materials has gone through the quarantine process (minimum of 72 hours), materials may be picked up by appointment on limited hours. Loan orders are accepted by phone and online. All materials will be returned via the book drops.
- Virtual services and department projects continue.
- Add new virtual & distance services as appropriate (use online registration form and postal service for new library cards).



Building Reopened to the Public

4A. Social Distancing still required, limited number of patrons in building:

- Most or all furloughed staff recalled.
- Reduced and/or staggered library hours.
- Public will be admitted by appointment with time limits in the building
- Public will be required to respect social distancing requirements
- Public will be provided masks if they do not have one. People unable to wear masks will be provided services outside of the building.
- Staff wipe down service desks at least every two hours.
- Staff advised to wash their hands thoroughly and often.
- Sanitary wipes are available for shared computers (staff and public).
- Store away publicly shared items like manipulatives, learning toys, small office equipment, headphones, etc.
- Public hold the cards and materials for scanning by .
- Gloves are available to all staff working at the service desks.
- Public and staff are encouraged to wear cloth face masks in all public areas and will be provided face shields if they want one.
- Public seating is moved or removed to encourage distances of 6-10 feet,
- All virtual services remain.
- No in-person programs or meetings in the library.
- Hand sanitizer offered at public entries.
- Install shields and/or line barriers, floor markers at six foot intervals and signage at service desks
- Wi-Fi network available from the parking lot.

5A. Increased services in the building:

- All furloughed staff are recalled.
- Library hours return to normal.
- Some or most furniture returns to small groupings.
- Public will be admitted by appointment with time limits in the building.
- Porch Pick-up continues.
- Wi-Fi network available from the parking lot.

6A. Return to Normal Services (no restrictions):

- No restrictions on group sizes for programs and meetings.
- Atrium and other meeting spaces with mass seating are reopened.
- Normal housekeeping of library spaces
- Returned materials are no longer quarantined. If someone identifies a member of their household was sick, staff will wipe down plastic surfaces of library materials returned.
- Programs & meetings of small groups (no more than 4 individuals) resume according to recommendations from CDC and state department of health.



- Porch Pick-up ceases.