Griffin Free Public Library

Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Board of Trustees Meeting
July 20, 2026 at 6:00PM

Present: Nancy Mayland, Chair; Liz Michaud, Secretary; Marilyn Cavanaugh, Alternate Trustee; Andrea Galasso, Alternate Trustee; Dan Szczesny, Library Director

Absent: Cindy Berling, Treasurer; Jackie Wood, Alternate Trustee;

Nancy Mayland called the meeting to order at 6:08pm

Marilyn filling in for Cindy

Follow-up to NHLTA:

- Liz : HR session, Fraud prevention, historic buildings – we can contact NHPreservation.org for help finding contractors to evaluate the building.
- Nancy went to Eversource session – criteria for energy savings, the library can apply to have someone come to evaluate if we would benefit from certain grants. Programable thermostats might be available too.
- Marilyn: was not impressed with her sessions.

A motion to go into non-public session pursuant to RSA 91-A:3,II(a) made by Nancy Mayland Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.
The meeting room was closed to the public at 6:27 pm.

- A discussion was held regarding relationships between board members and staff. For example mothers and daughters, husbands and wives, and close friends. Is there a conflict of interest?
- Nancy to ask at the NHLTA conference in August for a legal response.
- Nancy will also ask about any potential conflict of interest between Trustees being Foundation members.
- Nancy will also ask about rules regarding volunteers for the library.

A motion to seal the minutes of the non-public session made by Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

Motion to come out of non-public made by Liz Michaud / Nancy Mayland seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud

The meeting room was reopened to the public at 6:42 pm.

ALA conference – Summary from Dan:

- Dan had a great time, it was production and he learned a lot (see hand out).
- Govt and community leadership: we have a closer relationship with our BOS than other states, and our budgeting is smaller as other states do budgets on a county level.
- The smaller sessions were more impactful for him. A moderator would facilitate the conversation.
- Discussed outsourcing with local religious institutions.
- Dan thinks we don't do enough outreach. Nancy asked for suggestions from the conference.
    - Figure out how to get new people into sessions
    - Elevator Pitch
    - Business Open House – reach out to businesses and invite them on a schedule
    - Add this to our weekly trustee meeting
- Friends vs Foundation: Friends do the little community fundraising and then the Library has a Foundation for doing larger fundraising.
    - Discuss with the fundraising group about setting up the 501-c3
- Book Sale - how to make more
    - Discuss volunteers to pre-book sale - need to schedule regular volunteers. Dan says there's an RSA that prohibits
    - Discuss how we could we take some of the work off the staff.
- For our library
    - Brought back $350 worth of books from the conference at no charge.
    - Demco – we get free supplies as long as we get feedback from our patrons
    - Pokemon Club – Teagan & Boyfriend to set it up – start monthly
    - Andrea suggested teaming with AVS for all events

Opportunity for the Public to speak:

- NA

Correspondence:

- Thank you sent

Review Previous Meeting Minutes:

- Reviewed the minutes of the June Board of Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor, motion passed.
- Reviewed the action items.

Treasurers Report:

- Reviewed and discussed the Treasurers Report for June .

- Motion to accept the report and place it on file subject to audit made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor, motion passed.
- The board went to the Bank and set up a new account to be used exclusively for expansion fundraising.
- Anonymous donation of $100 cash left on Dan's desk
- Motion to accept the report and place it on file subject to audit made Liz Michaud/ Marilyn Cavanagh 2nd. All in favor, motion passed.

Directors Report

- Reviewed the Directors Report.
- The State Library is having a challenge with ILL – we are back down to getting a delivery once a week.
- Reviewed maintenance done this month
- Kids Door – Dan getting an updated quote and we will present to BOS next week.
- Dan to call Eversource to get branches cut off the phone lines
- Dan bought the old director computer for $10 rather than trashing the computer.
- Audio books are now gone and we are using the shelves for other items
- Budget to date is ok, we are high on a few lines, but we should be ok at the end of the year.
- Stats are slightly low, digital is up, physical is down. In person visits down – weird weather.

Friends:

- Friends did not have a meeting this month.

Expansion:

- Mtg with SMP on July 27th at 7pm
- Set information meetings for patrons in Sept & Oct – Open for the Public Mtg
- Check with AVS for Sept 17 or 22, October 22nd – Nancy to check
- Getting lots of hand outs and information on the expansion for Duck Race

Old Business

- Book Sale – Books in the shed were moved to the storage unit.
  - Set up table to sell off items from LOT that we don't circulate
  - Set up table for antique books
  - Vinyl records – bulk buy
- Bay State Books is picking up on Monday morning July 27.

New Business:

- IT Policy updates – Put on agenda for Aug
- LOT Policy updates – Put on agenda for Aug
- Weeding Policy updates – Put on agenda for Aug
- MOU with Town Hall – Put on agenda for Aug

Any Other Business:

- Patron felt there was political discussion at an event – we need to guide discussions so that patrons are not made to feel uncomfortable. Maybe have a sign that asks people to please refrain from political discussion.
    - Marilyn offered some options – please send them to Dan
    - Jess facilitates the Cook Book Club and we should let her know patrons feel uncomfortable discussion politics.
- Board outside the library door – looks good.
- Discussion – ideas about the parade at 10am on duck race – kids dressed as characters to walk with the Griffin Free banner, hand out book marks and candy.

Action items

- MOU to be on the agenda for Aug
- Liz to put policies on Aug agenda: IT, LOT, Weeding
- Liz put Shed research on Agenda for Aug
- Liz to reformate Cindy's shed info and put on agenda for Aug
- Liz to put Parade on the Aug agenda.

Board of Trustee meeting will be July 27, 6:30pm with SMP
BOS Meeting Aug 3, 7pm
Board Trustee meeting will be Aug 10, 6:30pm

Motion to adjourn made Liz Michaud / Nancy Mayland 2nd. All in favor.

Meeting adjourned at 8:40 pm
Liz Michaud, Secretary