

**Gorham Public Library Board of Trustees Meeting
Monday March 18, 2019**

Trustees Present:

Clare Fox, Paul Bousquet, Nicole Eastman

Others Present:

Shannon Buteau (Library Director)

Call to Order and Review of Minutes:

Clint Emmett provided the Board with a letter of resignation from the Gorham Public Library Board of Trustees. Shannon Buteau presented Clint Emmett with a gift for his years of dedication to the Gorham Public Library. Clare Fox, Paul Bousquet and Nicole Eastman reiterated their appreciation. Clint Emmett then excused himself from the meeting.

The meeting was called to order by Clare Fox at 6:01 pm.

Paul Bousquet nominated Clare Fox as Chair of the Board. Seconded by Nicole Eastman. Paul Bousquet nominated Nicole Eastman as Secretary. Seconded by Clare Fox. Clare Fox nominated Paul Bousquet for Treasurer. Seconded by Nicole Eastman.

Budget Report:

Shannon Buteau and Paul Bousquet will visit Laconia Savings Bank to update the names on the account.

Shannon Buteau pointed out that a large portion of periodical subscriptions are paid for in March, resulting in a significant portion of the periodicals budget being used.

Shannon Buteau informed the Board that a fixed date for an audit by Eversource has remains undetermined and she will continue to be in contact with Denise Vallee at the Town Hall concerning this matter.

Director's Report:

The town would like to know if the library is interested in joining them in the purchase of new phone equipment, at a cost of \$1049.00. Genuity would remain the phone provider until the contract expires in approximately 2 years. The Library Board is concerned about whether this would be a fiscally responsible expense since the library's phone needs are not as complex as other town departments, such as the town hall or police department. Clare Fox made a motion to contact Town Manager Mark Shea with additional questions. The motion was seconded by Paul Bousquet. All were in favor. The Board plans to make a decision once more information is gathered.

New Business:

Paul Bousquet made a motion to accept the bid from Mark Yourison for the repairs of the library roof. Nicole Eastman seconded the motion. All approved. Weather permitting, the repairs will begin April 2019. Clare Fox agreed to speak with Wayne Flynn, Trustee of the Trust Funds for the Town, concerning the process of withdrawing money from the NH Public Deposit account for the roof project.

Paul Bousquet made a motion to accept a bid from New England Fire for the installation of an exterior sound and light fire alarm system. Clare Fox seconded the motion. All approved.

Some members of the public have been observed to visit inappropriate websites on the library computers. Paul Bousquet agreed to review and revise the computer use policy.

Clare Fox borrowed the library's policy book to review current policies.

A discussion took place regarding if we need the treasurer to cosign payroll for staff and thus was felt to be wise to continue with this practice.

Clare shared the January and February monthly statements where the Murphy fund is currently kept. \$100-\$200 of interest is gained each month.

Shannon Buteau proposed the purchase of an ad in the Fourth of July flyer for \$40 and the Board agreed.

Shannon Buteau inquired about lending STEM items out to children. Clare Fox suggested creating a contract for parents to sign, as well as having a librarian check the equipment out and in with the parent and child present.

Open house will occur when the weather is warmer, will discuss at the next meeting. Shannon already has the book marks for this event.

Shannon Buteau shared that the new town manager, Mark Shay, is promoting Lean Philosophy (maximizing efficiency in the workplace) and is overseeing all department managers.

Shannon Buteau has to submit paperwork for her change in pay. She will complete this then Paul Bousquet will co-sign it when he does the bills later this week.

Old Business:

Shannon Buteau reminded the Board that the NH Library Association Conference will be taking place May 9th and 10th in Concord. Shannon Buteau will look into finding

another librarian willing to share an on-site hotel room to help reduce the lodging expense.

Concerning the formation of a Friends of the Library group, three people have confirmed their interest. Shannon Buteau will contact each individual to determine their availability to meet. Shannon Buteau will attend this meeting, as well as either Clare Fox or Nicole Eastman.

Shannon Buteau provided the Board with names for an Alternate Trustee and the Board encouraged her to contact one candidate to determine their interest.

Fingerprinting of library staff has not taken place due to staff schedules. The Board recommend that Shannon Buteau move ahead with this process even if more than one appointment is necessary.

Concerning the creation of a Gorham Public Library logo, once Clare Fox has updated the poster, Nicole Eastman will pass it on to Chris Graham, GMHS Art Teacher, to share with his students. Shannon Buteau will also post it at the library. A \$100 Visa gift card will be the prize.

Shannon Bueau provided the Board with updates on the "Innovations" portion of her Performance Review, such as conducting an inservice for her staff on the use of the library's AEDs, working with the Rec Department to provide a Summer Literacy Program, providing employee evaluations and a reading incentive program for children. Clare Fox proposed to increase Shannon's Performance Review score after being made aware of these details. All agreed and the score was updated.

Adjournment:

Clare Fox motioned to adjourn the meeting at 7:16 pm.

The next meeting will is scheduled for April 8th at 6 pm.