

**Gorham Public Library Board of Trustees Meeting
Monday April 8, 2019**

Trustees Present:

Clare Fox, Paul Bousquet, David Parent, Nicole Eastman

Others Present:

Shannon Buteau (Library Director)

Call to Order and Review of Minutes:

David Parent was welcomed as the new Alternate Trustee of the Gorham Public Library. Shannon Buteau reviewed the responsibilities of this position and will provide him with a Trustee Manual.

The meeting was called to order by Clare Fox at 6:08 pm.

It was confirmed that the minutes for the 3/18/2019 Trustee Meeting were approved via email on 3/20/19.

Budget Report:

Clare Fox, Paul Bousquet, Nicole Eastman and Shannon Buteau provided David Parent with a brief summary of the how the library budget is reviewed by the Board, as well as the history of the Murphy Bequest. Shannon Buteau informed the Board that 24-48 hours are needed to process a transaction from the Murphy Fund in the NH Public Deposit Investment Pool.

Per Shannon Buteau, all On-Call Librarians will receive their previously approved raise retroactive January 1, 2019. Shannon Buteau will file all necessary paperwork with Sue Bolash, Fiscal Assistant for the Town of Gorham next week.

Concerning the scheduled roof project, Mark Yourison is able to begin on Monday 4/15 should the weather cooperate. He estimates that the project should take 4-5 continuous weeks to complete, providing he has no unforeseen interruptions. Shannon Buteau plans to draw up a letter for Wayne Flynn, Trustee of the Trust Funds for the Town of Gorham, to gain access to 50% of the funds needed to cover the initial phase of the project. Paul Bousquet made a motion to ask the town to pull the remaining 50% of the funds for the project from the Capital Reserve Fund. Seconded by Nicole Eastman. All in favor.

Director's Report:

The first Friend's of the Gorham Public Library meeting is scheduled for Wednesday April 10, 2019 at 6:30 in the library. Shannon Buteau mentioned that four invited

individuals have confirmed that they plan to attend. Shannon Buteau states that the first meeting will be informative and there will be a goal of establishing structure concerning roles, such as a Chair, Treasurer and Secretary. The Board will plan to have one member attend each Friend's of the Library meeting to act as a liaison. Nicole Eastman will attend the 4/10 meeting.

Shannon Buteau contacted New England Fire to confirm the installation of an exterior sound and light fire alarm system for the library. A specific date for this project has yet to be scheduled.

Nicole Eastman made a motion to approve the purchase of previously discussed phone equipment with the Town of Gorham. Paul Bousquet seconded the motion. The motion passed unanimously. Shannon Buteau will inform Denise Vallee, Town of Gorham Director of Finance.

A discussion concerning Library Policies took place since multiple library policies are in need of development, review, and revision. Concerning the Trustee Term Policy, Clare Fox clarified that the term of Library Trustee is three years. Since most policies were last reviewed in 2011, it was decided that Shannon Buteau would select 5-6 policies in order of priority, revise them and share via email. The Board would then review and approve policy changes at the next meeting. Paul Bousquet presented a revised Patron Computer Use Policy. Paul Bousquet made a motion to approve the policy. Clare Fox seconded. All approved.

Connie Landry, Assistant Library Director, presented a list of her current responsibilities to help in the creation of a job description for her position since she plans to retire on June 30, 2019. The position is currently 32 hours with health (no retirement or life insurance) benefits. Shannon Buteau plans to post the position through the library listserv and local paper. The Board and Director will collaborate to finalize an ad prior to posting the position. Clare Fox volunteered to be present with Shannon Buteau when interviews are conducted.

All GPL Librarians are scheduled to visit the Town Hall on April 15th to sign a notarized document that will allow them to complete Live Scan Fingerprinting in Twin Mountain by April 29th. All results will be sent to Gorham Public Library upon completion.

New Business:

Clare Fox requested clarification concerning holidays currently observed by the Library. Shannon Buteau referred to the current Library Policy book that lists eleven holidays and explained that the Library follows the scheduled observed by the Town. Shannon Buteau also stated that a staff member may work on a holiday but then compensate by taking the time off on a different day.

Shannon Burtreau was pleased to announce that both programs and patron visits have been high. For example, 22 people attended today's book share/ author visit and 117 patrons visited the Library on 4/5/19.

The Library and Rec Department have partnered to provide an Easter Egg Hunt on 4/12. Walmart donated a \$50 gift card to pay for supplies and the Rec has donated eggs.

Comedic juggler Bryson Lang will be performing at the Medallion on Saturday 4/13. The Library has partnered with the Medallion to sponsor this event.

Annie Evanco will present a Citizen Science Megathon on 4/13/19 from 1:30-3:30 at the library.

Shannon Buteau recently secured two grants: Cliff Summer Readers, which will provide two free books per child enrolled in the program, and Kid's Books and the Arts, which will be used to assist in covering the cost of having a magician visit the Medallion on July 17th.

An individual is needed to run the Summer Drama Club.. The Board offered to spread the word. Shannon Buteau will apply for the Empower Coos Youth Grant to fund this position.

Looking ahead to the summer, Saturday availability from Memorial Day through Labor Day was mentioned. Shannon Buteau will discuss this topic with the staff to gather their thoughts.

The possibility of having either a list of recommended book titles or a table with actual favorite books somewhere in the library was discussed and will receive more discussion at the next meeting.

Old Business:

Concerning the creation of a Gorham Public Library logo, Nicole Eastman passed on the contest flyer to Chris Graham, GMHS Art Teacher, to share with his students. Shannon Buteau also posted it at the library.

A date for a library tour will be set once the weather improves.

Adjournment:

Clare Fox motioned to adjourn the meeting at 7:24 pm.

The next meeting will be scheduled for May 13th at 6 pm.