**GORHAM PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

**Monday, September 10, 2018**

**Trustees Present:** Clint Emmett, Clare Fox, Nicole Eastman, Peggy Laperle

**Others Present:** Shannon Buteau, Library Director

**Call to Order and Review of Minutes:**

Meeting was called to order by Chairperson Clint Emmett at 6:00 P.M. Minutes were approved within one week of our July 14, 2018 meeting.

**Director’s Report:**

Library Director Shannon Buteau announced that the library will be having an energy audit sometime in the near future. It was agreed that the Trustees will address ways to reduce our electricity consumption once we receive the results of the audit.

Clint Emmett made a motion to submit the answers to Mary White’s questions regarding the Gorham Public Library. Peggy Laperle seconded the motion, and the motion passed unanimously.

Shannon Buteau distributed copies of the Gorham Public Library Fall Programs, noting two new programs among the several that continue to be offered: “Baby and Me Story Time” 10-10:30 A.M. every Wednesday, and “Preschool Story Hour” at 10 A.M. on Fridays. Copies of the fall programs are always available for our library patrons.

**Budget Report:**

After reviewing the budget, and agreeing that many are unhappy with the telephone and internet service, the Trustees plan to check about other provider options.

**New Business:**

As the library’s back conference room is used frequently for many activities: art classes, 3D printing classes, group gatherings, etc., a policy for usage of this room needs to be established.

**Old Business:**

Murphy Bequest: Clint Emmett investigated Certificate of Deposits (CD’s) and presented some of the best bank rates that he could find. After discussion, Clare Fox made a motion: Clare will work with Sue Bolash in order to open a CD account with $100,000.00 of the Murphy Bequest. Clint Emmett seconded the motion, and it passed unanimously.

Taxidermy: As of yet, Clint Emmett has not heard from the Forest Service concerning the library’s animal mounts, so he does not know if they are interested in taking them. Clare Fox took pictures of some of the notable animals in order to show the Forest Service a sample of what is available.

Document Preservation: Trustees are still looking for places that will preserve the library’s folios, as Clint Emmett still has not heard anything from UNH. The Historical Society in Berlin will be contacted, and Shannon Buteau will check with the NH State Library.

**Adjournment:** The next meeting for the Gorham Public Library Board of Trustees will be on Monday, October 22, 2018 at 6 P.M. Meeting adjourned at 7:15 P.M.

***\*Questions mentioned in the September 10, 2018 Trustee meeting***

***Mary C. White***

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**QUESTIONS REGARDING GORHAM PUBLIC LIBRARY**

* The website lists the following staff members: Shannon Buteau, Director

Connie Landry, Assistant Director

Sandy Tilton, On-Call Librarian

Cora Jo Ciampi, On-Call Librarian

Meg Rajala, On-Call Librarian

Cheryl Nolan, On-Call Librarian

* Is this personnel list up to date? If not, please provide the names and positions of all current paid staff members at the library. The website has since been updated.
* Are there individuals who serve in unpaid positions at the library? If so, please provide the name(s) of all unpaid volunteers, and their volunteer responsibilities.

-William o’Brien teaches art classes

-Tim Deschamp runs a toddle play group

-David Landry trouble shoots out technology problems

* Is the Director a full-time salaried position? Yes.
* How many hours of work does the Director's contract require each week? 40.
* If the position is not salaried, what is the hourly rate for this position?
* Has the Director been paid any overtime in 2018? No.
* Is the Assistant Director a full-time salaried position? No.
* How many hours of work does the Assistant Director's contract require each week? 32.
* If the position is not salaried, what is the hourly rate for this position? $15.00.
* Has the Assistant Director been paid any overtime in 2018? No.
* Are On-Call Librarians guaranteed a minimum number of work hours per week? No .
* How many hours did each On-Call Librarian work during each week in 2018, and what were their respective hourly rates of pay? Do they receive any benefits? On-call librarians typically work one shift a week (4 hours) at an hourly rate of $8.91. They do not receive any benefits. There is a breakdown of each on-call librarian’s hour from 2017 in the town report pg, 103.
* How many years of prior experience does the Director have working in a library? 3
* Please provide a list of all special events ***sponsored by the library*** in 2018. We have not yet run a report for the 2018 year.
* Please provide the following information for each special event ***sponsored by the library*** in 2018:
  + Date and time for each special event
  + Number of people who attended each special event
  + Cost to the library to sponsor each special event
* Information on our events in 2017 can be found on page #58 in the town report. As stated on page #29 of the report, our budget for programs in 2017 was $3,000.00
* Please provide a list of all events ***sponsored by an outside group/individual*** ***which took place at the library*** in 2018.
* Please provide the following information for each of these special events:
* Name of each group or individual that sponsored these events
* Date and time for each event
* Number of people who attended each event
* Cost to the library for each event sponsored by an outside group/individual
* Funds donated to the library by the group or individual that sponsored these events
* How many library card holders are there ***who are residents of Gorham***? 1,314 Active Gorham resident accounts.

Residents of Gorham have checked out a total of 12,123 materials in 2018.

* How many library card holders ***who are residents of Gorham*** have used the Inter Library Loan program in 2018? How much does it cost the library to participate in this service?
* How many library card holders ***who are residents of Gorham*** have used the online databases (EBSCO, NewsBank, and Heritage Quest Online) in 2018? How much does it cost the library to subscribe to each of these online databases?
* How many ***Gorham residents*** have borrowed the library's telescope in 2018? 4
* How many people have used the library computer in 2018? This report has not yet been run for 2018. In 2017 we had 2,873 computer uses, as indicated on page #59 of the town report.
* Is Gorham Library the only town department to offer a WiFi hotspot? No.
* Has the library applied for any grants in 2018? If so, please indicate which grants. The Clif summer readers grant
* What is the current balance for the Murphy Trust? See town report page #112
* When was the last time the Trust was used to pay for library expenses? Summer 2017 it was used for repairs.
* How much was used from the Trust, and for what expenses was it used? $6,400 for railing and portico repair.
* Does the Trust have specific language restricting how the Trust funds must be used? If so, please provide a copy of the Trust. The Murphy bequest is specifically for the capital improvement of the library. The board has determined that it would not be appropriate to give out a copy of the trust.
* Are there any other trust funds designated for the library? If so, please list the name of each trust and the current balance for each. There are no trust funds.
* The town website lists the library's hours as Monday - Friday from 10:00 A.M. - 6:00 P.M. Is this correct? If not, what are the library's current hours? We are open as such, as well as 9-12 on Saturdays Memorial Day through Labor Day.
* Why is the library no longer open on Saturdays? How much did it reduce the budget to eliminate the two hours work schedule on Saturdays? We are open on Saturdays Memorial Day- Labor Day.
* According to town websites, other North Country communities similar in size to Gorham have libraries that are open fewer hours than ours, e.g. Bartlett = 22 hours/wk.; Bethlehem = 34 hours/wk.; Madison = 33 hours/wk.; Weeks Memorial (Lancaster) = 26 hours/wk., and Whitefield = 22 hours/wk. ***What savings would be realized if the Gorham library reduced its hours by 25%, i.e. being open 30 hours per week versus the current 40 hour per week schedule? Please provide a detailed description of where the savings would be realized.***

We believe we might save 2.3% of the library’s budget.