

**Gorham Public Library Board of Trustees Meeting  
June 18, 2018**

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

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

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

Meeting called to order at 6pm by Clint Emmett.

Motion to approve May minutes made by Clint Emmett. Nicole Eastman seconded. Motion was passed unanimously.

**Budget:**

Contractor Mark Yourison sealed seams of roof shingles to correct water from entering the library from the room. Problem appears to be corrected. Recent bill not received. No new unexpected expenses.

Signing off on payroll discussed. Shannon Buteau will check at the Town Hall to determine specific policies related to that.

**Director's Report:**

Library Director Shannon Buteau had several announcements and issues to address:

An email was sent to a patron requesting library information. No response at this time.

No response from UNH concerning the possibility of having them digitize library copies of "Among the Clouds." Claire Fox and Clint Emmett will explore contacting other individuals to possibly digitize .

Ad for Paul Doherty's estate items was run in the Berlin Daily Sun on 6/12. A family member asked if the items could be donated to Heritage Park in Berlin. The Forest Service Ranger Station was also mentioned as a potential future location for them.

The containers for houses on display were not located in the library's storage area. Owner will be contacted for pick up of items.

"Weeding" of shelved books performed and disposed of per library policy. Discussed adding signage near dropbox to defer community members from donating their unwanted books in the

box. Clare Fox to check with the Salvation Army and Shannon Buteau to contact local prison librarians to determine if they would be interested in taking donated books in the future. Also plan to pull magazines older than 1 year from shelves and place in \$0.25 box for purchase and then for recycling.

The Summer Youth Drama Club and Middle School Summer Book Club has begun. A Conversation French group will begin on 7/11 from 5-6pm and will be lead by the local high school French Teacher. Spanish Storytime for 3-5 year olds will lead by a parent volunteer and begin on 7/11. A Cliff Summer Reading Grant was awarded to GPL, allowing all children that participate in the Summer Reading Program to be awarded two books. Book discussions are currently planned: John Peaurralt on 8/6 and Dan Shenezi on 8/8. An Essential Oils Group will be using the conference room for a meeting in July.

#### **Other Business:**

Shannon Buteau's 1 year employment anniversary with GPL will occur on 6/26 and she has requested a Performance Review. Clare Fox will determine if the town has a template that they use for their staff and board members will collaborate to complete the review.

First draft of the Mission Statement discussed. Board members will share and edit the draft via email and possibly have it ready for approval at the next Board Meeting.

Clare Fox made a motion for all Full, Part-Time and On-Call Librarians to receive background checks with-in the next six weeks, which will be funded by the library. Clint Emmett seconded the motion. The motion passed unanimously.

Clint Emmett will take on the responsibility of signing any library bills since Clare Fox will be on vacation next week.

#### **Adjournment:**

The next meeting is scheduled for Monday 7/16/18 @ 6pm. Clint Emmett moved to adjourn the meeting. Clare Fox seconded, and a motion was accepted at 7:10.

(Minutes taken by Nicole Eastman)