

**GORHAM PUBLIC LIBRARY  
TRUSTEES' MEETING**

**MINUTES  
Monday April 5th, 2021  
6:30pm Zoom meeting.**

**Trustees Present:**

Paul Bousquet, Nicole Eastman, Victoria Hill, Melissa Laplante

**Others Present:**

Shannon Buteau (Library Director)

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

The meeting was called to order by Shannon at 6:44 pm.

A motion was made to formally approve the minutes from the March 1, 2021 meeting. All were in favor.

**Electing of Officers:**

A motion was made to nominate Nicole Eastman as Chairperson. All were in favor.

A motion was made for Paul Bousquet to remain as Treasurer. All were in favor.

A motion was made to nominate Melissa Laplante as Secretary. All were in favor.

**Budget:**

Trustees viewed the budget as of 5Apr21. Shannon Buteau reported that there have been no major expenses since last meeting. The elevator weight test and DOL inspection were paid for as planned. All other purchases in the past month have also been planned, to include the paycheck raises which took into effect this past month. A question was asked regarding the format of professional development conferences; Shannon confirmed that all conferences have been attended via online. Paul Bousquet reported the Murphy fund balance as of Feb 2021 was \$81,732.87, earning \$1.25 of interest.

**Director's Update:**

Shannon Buteau expressed how amazingly diligent our patrons have been with mask-wearing. She went on to request a return to pre-Covid-19 operating hours, which would be M-F 10-6. Paul made a motion to approve the return to pre-pandemic hours as of 6Apr21. All were in favor. Website hours to be updated along with signage. Reduced occupancy of the library building will remain in effect.

Shannon requested the trustees to weigh in on material quarantining time. The Covid-19 practice at the GPL has been to quarantine materials for 24 hours, sanitize materials, and then quarantine materials for an additional 72 hours, which brings the total quarantine time to 96 hours. Shannon requested for materials to be quarantined for 72 hours, which is the recommended quarantine time by The International Federation of Library Associations and Institutions (IFLA) and common practice amongst libraries throughout the state. Melissa made a motion to approve quarantining materials for 72 hours as part of the GPL's Covid-19 safety protocols. All were in favor.

A window on the top floor of the library has been reported to have a broken latch. Shannon managed to fix the latch temporarily. She is in search of an insured handyperson who may be available to take on this small job.

### **Programming:**

The Easter Bunny event was a hit- thank you Ann Bousquet for acting as the Easter Bunny!

In lieu of large weekly summer reading programs, Shannon proposed offering more frequent programs for smaller groups throughout the week. She stressed the importance of offering in- person programming for families. A discussion ensued to consider this possibility. The use of the pavilion as an alternative, the sanitizing of materials, contact tracing, staff time, and Covid- 19 protocol adherences were topics discussed. Shannon and the trustees agreed to table the issue until next meeting.

The spring program- a collaboration with the WMCC Fortier Library, Randolph Public Library, & Berlin Public Library, has been going well. The last two virtual programs have reached maximum capacity.

Nicole reported the Gorham and Berlin Public Libraries' fundraising concert planning is going smoothly. She will write a press release and create posters. The only help she requested was for trustee members to help distribute posters and to share promotional posts on social media. She noted that she is waiting on the Berlin Public Library to provide proof of insurance.

### **Next Meeting:**

Next meeting: May 3<sup>rd</sup> 630 via Zoom

The June meeting will be held in-person, following Covid-19 protocols

### **Adjournment:**

Paul Bousquet adjourned the meeting at 7:23pm