

Gorham Public Library Board of Trustees Meeting
Monday January 4, 2021
Via Zoom

Trustees Present:

Clare Fox, Melissa Laplante, Nicole Eastman

Others Present:

Shannon Buteau (Library Director)

Call to Order and Review of Minutes:

The meeting was called to order by Clare at 6:34 pm.

Nicole made a motion to formally approve the minutes from the December 7th meeting. Melissa seconded. All were in favor.

Budget:

The library's portion of the phone bill that is paid for by the Town of Gorham has not yet been determined. Shannon is in the process of verifying the amount, as well as the final totals for the payroll and any outstanding bills. An estimated \$35,000 - \$41,000 exists in the 2020 budget, which these outstanding expenses will be taken from, with the remainder being returned to the town.

Denise Valley, Gorham Town Manager, said the Select Board voted last week to approve a 2% COLA for town employees. Clare made a motion for all library staff, which includes the Director, Assistant Director, On-Call Librarians and Custodians, to be eligible to receive the raise being offered by the Town. Nicole seconded. All were in favor.

The library's current N.H. PDIP account is \$81,730.20 and made \$509.07 in interest between 1/2020 and 12/2020.

The library is planning on purchasing a new boiler in the spring of 2022 and plans to use Capital Reserve Funds. Shannon plans to continue researching the cost of this project before putting it out to bid.

The cost of adding a fax line back to the library would be \$27 per month from Consolidated Communication, who also provides phone and internet services to the library. Clare made a motion to approve the addition of a new fax line to the library, at the same rate it is offered to other town departments. Melissa seconded. All were in favor.

The library's proposed 2021 budget is scheduled to be discussed at the next Town Budget Committee Meeting on Thursday 1/7/2021 at 6:00 at the Town Hall and via Zoom.

Director's Report:

Downloadable book use was up by 22% in 2020 compared to the year's past. 69 new patrons also joined the GPL. Nicole offered to write a press release to help raise community awareness about the library and its services. Melissa offered to provide a \$25 Chamber Gift Certificate as a raffle prize to be offered to one of the new patrons in a random drawing.

Clare's term as a Library Trustee will end in March 2021. Nicole is willing to run for a two year Library Trustee term and Melissa is willing to run for a three year term. A new Library Alternate will be needed. Shannon will speak with Katelyn Sirois, Assistant Director, for input.

Since the USDA's energy efficient upgrade grant is being applied for by another town department, Shannon is looking into other options for the library. Clare asked if some of the money left over in the budget could be used. Shannon explained that money can only be used once the yearly audits have been performed. With that being said, it may be possible to use funds that remain from 2019. Another option would be to pay for the upgrades and Eversource would offer "in-bill financing," which is an interest free loan. Shannon will look into this option further to revisit at the next meeting.

Programs:

The Fortier Library at White Mountain Community College, The Randolph Public Library, The Berlin Public Library and The Gorham Public Library will be providing a virtual series this spring called "In the Shadows of Mount Washington" and will release more information once it is available.

Adjournment:

The next meeting is scheduled to take place on Monday 2/1/2020 at 6:30 via Zoom.*

Clare made a motion to end the meeting at 7:31.

* A private, non-public session will be held at the end of the February 1st meeting to discuss Shannon Buteau's Yearly Review.