17 Oct 2022

Gorham Public Library

Trustee Meeting

6:30pm

at the Gorham Public Library

Trustees present: Nicole Eastman, Victoria Hill, Tim Deschamps, Melissa Laplante

Others present: Director, Shannon Buteau

The Meeting was called to order at 6:36pm

**Approval of Minutes:**

Nicole made a motion to accept the minutes for September and Vicki seconded- all were in favor and minutes were approved.

**Budget:**

* Shannon confirmed that the library was on track as expected with the budget
* A need for an additional on call librarian was identified
* Benefit amounts have been challenging to predict
* The FY23/24 projected budget was reviewed
* The cost of health insurance, New Hampshire Downloadable Books, and electricity is expected to rise and the FY23/24 budget reflects this.
* The trustees would like to see the Library Director compensation rates across the North Country before finalizing.

**Maintenance:**

* The LED bulb upgrade will begin in weeks
* A review of capitol fun maintenance and repairs was made
* A determination will be made regarding the structural integrity of the portico.
* Windows have been identified as a need for maintenance
* There is question about the sidewalk by the to access ramp. Is this the town’s responsibility of the library’s? Shannon will follow up with the town.
* The Library security system was discussed and possible improvements to be made

**Director’s Update:**

Programming is going well. Art classes, Geography Club, Music & Me, and story time are in full swing. The Fall Community Read, a collaboration with the White Mountains Community College, Berlin, Randolph and Gorham Libraries went well, as well as the Glen Knoblock NH Humanities program cemetery Zoom event. An event is planned for Halloween, as well as the pumpkin decorating contest. The library will also participate in the upcoming Craft Fair December 2, as well as in the Festival of Trees.

**Policy:**

* Shannon continues to plug away at updating the personnel library.
* Next meeting Shannon and the board would like to spend time on the policy, including defining part-time library staff

Next meeting Monday November 7, 6:30pm

The meeting was called at 7:55pm