Gorham Public Library

Public Hearing

11July22

6:30pm

Gorham Town Hall

Trustees Present: Nicole Eastman, Victoria Hill, Melissa Laplante

Also present: Shannon Buteau, Director

Meeting was called to order at 6:38pm by Nicole Eastman.

**Approval Of Minutes**

Nicole Eastman made the motion to approve minutes from meetings on June 6, June 15th, and June 30th. Victoria Hill seconded and all approved.

**Budget**

* 52% of the annual budget remains at the time of reporting.
* The cost of supplies, such as the cost of toner, etc. has increased, as most things have in recent months.
* Shannon suggested that the funds from patron printing go to supplement cost of supplies, as per NH Library RSA 202-A:11-a
* Library staff have implemented cost-saving measures such as being more frugal with trash bags and other supplies.
* A discussion was had about the cost of recent legal services. The board predicts that they will need to vote to move funds from the building maintenance line into the Professional Services line once billed for services rendered.
* Since this was not a cost-saving option per previous inquiries, the library will upgrade LEDs in piecemeal. Victoria will reach out to an electrician regarding the cost of upgrading to LED light bulbs.
* During the pandemic the Board Treasurer opted to refrain from signing the monthly bank statement as a safety precaution. Victoria Hill will resume this practice starting this month.

As chair, Nicole changed the order of the agenda to move the Directors Update to the next item on the agenda.

**Director’s Update**

* The Summer Reading program is going well. A recent program resulted in homemade quilt for a local recipient or for the Linus project. Assistant Director Katelyn Sirois created a successful Black Beard Escape Room for a recent program; a similar activity will be used for an Gorham Summer Recreation Program collaboration.
* The Impact Theater Troupe rescheduled for next Thursday at the Medallion; the Library was awarded Tillotson Dash Grant to cover the theater troupe.
* Regular Library staff meetings have been intermittent for the past two years and then halted for the summer; the next meeting has been scheduled for September 12. Shannon plans to resume monthly or bi-monthly staff meetings beginning in September.
* The Library’s NH Toy Library collection will be open for circulation soon; Shannon plans to reach out to the Berlin Daily Sun to promote the new collection.
* The Library is hoping to re-instate the website once again. Katelyn Sirois has committed to maintaining it.
* The Library’s participation in the Gorham Vendor Fair has been great outreach. There is one more date in August the Library will partake in.
* The Summer Saturday hours have been well-received by a small yet enthusiastic crowd.

**Policy**

* The board reviewed the Library’s Reconsideration of Materials form.
* Nicole Eastman made a motion to accept the updated Reconsideration Policy with corrections to include programs and displays. Melissa seconded the motion and all voted in favor.
* On the agenda for next meeting the board will discuss a policy on deleting library emails and deleting browser history.
* The board would like to see the Gorham Water and Sewer Department’s adoption of the Town of Gorham updated policy to be discussed next meeting.

At 7:54pm Nicole Eastman made a motion to go into non-public session to discuss personnel matter.

At 8:17pm Nicole made a motion to come out of non-public session.

**Next Meeting and Call to Close**

Next Meeting will be Monday August 1st 6:30pm.

Nicole Eastman called the meeting to a close at 8:23pm.