**20 December 2023**

**Gorham Public Library**

**Trustee Meeting**

**6:30pm**

**at the**

**Gorham Public Library**

**Trustees present:** Melissa Laplante,Victoria Hill, Luke Strevig

**Others present:** Director, Shannon Buteau

The Meeting was called to order at 6:34pm by Melissa.

**Minutes:**

* October minutes approved by trustees..

**Yearly Budget Discussion 2023:**

* Spending freeze per town of Gorham Finance Director
* The 15% of our 2023 budgeted funds still available indicates library budget on-track otherwise.

**Director’s Update:**

* Programs are on break until after Christmas.
* In terms of yearly circulation numbers:
  + 10,507 Items Circulated
  + $100,000 plus dollars saved by our patrons using the library
  + 101 new accounts opened
  + 13,420 times the library was visited
* Select Board meeting regarding the 2024 budget with Shannon, and Victoria went well with no major issues raised.
  + Discussion of portico issues in terms of this problem being on the library’s mid-term maintenance list.
  + Library employee health care costs also noted.

**2024 Budget**

* It’s noted the OnCall Aid budget was not completely used in 2023.
* Trustees reaffirm proposed 2024 budget with a %3 raise for all employees.
* Victoria motions to approve the 2024 Library operating budget totaling $166,667
* Melissa seconds.
* All trustees vote to approve the budget.

**Misc.:**

* Noted we were losing one of our OnCall Aids, Dorothy Bircher, with a plan to fill that position in the spring.
* There was a request to carry over 55.5 hours of vacation time for Shannon, and 42 hours of vacation time for Katelyn from the 2023 year to the 2024 year.
  + Trustees discuss this request.
  + Victoria then made a motion to approve this request.
  + Melissa seconds this motion.
  + All Trustees vote to approve this move.

**Trustee Terms:**

* Luke needs to see the town clerk to be on the ballot for the 2024 election, as he is finishing out a former trustee's term.
* Still a need for alternates.

**Wrap up:**

* Next meeting is set for January 10th, at 6:30 PM.
* Luke motions to adjourn the meeting at 7:24 PM.
* Melissa seconds.