**9Jan23**

**Gorham Public Library**

 **Trustee Meeting**

**6:30pm**

**at the Gorham Public Library**

**Trustees present:** Nicole Eastman, Tim Deschamps, Melissa Laplante

**Others present:** Director, Shannon Buteau

The Meeting was called to order at 6:32pm

Nicole made a motion to appoint Tim Deschamps as acting trustee. Melissa seconded & all approved.

**Approval of Minutes:**

* Minutes for November 22 and November 7 minutes were approved pending a date change.
* Due to the late submission of the December minutes, the December 12 minutes will be approved during next month’s meeting

**Budget:**

* Shannon noted a discrepancy between the town’s accounting and her documentation- she will be working closely with the town and go over her records to resolve this.
* The budget was reviewed. One notable increase is the cost of the Library’s ILS, Biblionox.
* The Budget Committee will meet Jan 10th to approve the budget. Victoria and Shannon will be present.

**Maintenance:**

* Shannon filled the trustees in on maintenance issues exacerbated by the recent storm. There was a little flooding in the basement as was typical with most basements in the area from this storm in particular. The second floor suffered significant leaking in the spot with prior leaking. Mark Yourison was called in to examine the leaks- though he re-caulked seals he could not pinpoint the exact source of the leak**.**
* The restoration of the portico will require a restoration specialist. Currently the Conway PL is fixing its columns after recent damage; David Smolen, Conway PL Director, suggested contacting the NH Preservation Alliance for suggestions. There are no local specialists for this type of restoration- the firm working with the CPL is from Portland Maine. The library will likely need to prepare to pay for a professional estimate on this project. Shannon will reach out to the Preservation Alliance and suggested specialists. The portico issue is not pressing, but the floor is clearly rotting- it remains unclear if the portico is related to the 2nd floor leak.
* There continues to be a slow, small leak in the basement- a simple and easy fix is required. A local plumber has looked into it.

**Trustee Terms:**

* Nicole Eastman’s term expires this March; she does not plan to renew her term.
* Melissa Laplante’s term is up next year, Vicki’s term the following.
* Tim Deschamps has agreed to run for a seat this year.
* The board will need to find a new alternate in April.

**Staffing:**

Melissa will join Shannon in interviews for floating Library staff. On December 30th Cora retired from her position.

**Logo:**

A new GPL logo was created by Meag Poirier from Wild Roots Marketing. The trustees reviewed her final draft options and made a selection from two options. Nicole made a motion to approve the logo. Tim seconded and all approved.

**Policy:**

Shannon has completed the policy manual. Changes will be discussed during the February trustee meeting. Trustees will review the manual in preparation. Changes are highlighted.

Director’s Update

**Programming:**

* The first springtime series with the WMCC Fortier Library, the Berlin PL, and the Randolph PL. The theme is New Hampshire Rocks and will be presented in a hybrid format and starts February 1 at 6pm.

**Wrap up:**

* Next meeting Monday February 6, 6:30pm.
* Nicole called the meeting to an end 7:25pm.