1Nov21

Gorham Public Library

Trustee Meeting

6:30pm

at the Gorham Public Library

Trustees present: Paul Bousquet, Nicole Eastman, Melissa Laplante, Victoria Hill

Others present: Director, Shannon Buteau

Call to Order and Review of Minutes:

6:35pm a call to order was made. Approval of minutes from last month’s minutes was made by Nicole Eastman and approved by all.

Budget

* 28% of the budget funding remains as of 1No21
* Director Shannon Buteau believes the library should be very close to, or just under budget for the 2021 FY
* The 2022 Budget first draft was shared with the trustees.
* An unknown factor at this point is the town’s plan for a cost-of-living adjustment.
* The 2022 budget is mostly flat, with adjustments line items made accordingly from 2021 spending
* Programming and professional development funds have been increased in response to the waning COVID-19 numbers
* A new computer for the director has been built into the 2022 budget

Paul Bousquet made a motion to approve the draft 2022 budget, Nicole accepted and all accepted.

Director’s Report

Pope security will be installing two panic buttons in the library in 2022. All Gorham town buildings are installing panic buttons during along with the library. The panic buttons will alarm directly to the Gorham Police Department.

Federal ARPA grant funding paperwork has been finalized and funds have been reimbursed to the town of Gorham. Shannon is working with town manager Denise Vallee to ensure the reimbursed funds may be deposited into the library’s checking account.

The NH Charitable Foundation has granted funds for the NH Toy Library to partner with the Gorham and Berlin Public Libraries, along with the White Mountains Community College Early Childhood Education department, to build a circulating toy collection. The grant is for a 5-year membership to the NH Toy Library. The toys should be in circulation at the library by the spring.

In collaboration with the Gorham Recreation Department, the library has applied for a CLIF at-risk youth grant which will fund a storyteller event December 18th, plus books for the library’s collection, the Gorham Recreation Department’s small book collection, as well as the Family Resource Center in Gorham.

Programming

Art classes will begin the first week in November. The STEAM program Thursday evenings for ages 6-12 continues. The Gorham Learning Center visits the library once a week. The pumpkin Decorating contest was a success. For the Festival of Trees holiday celebration, the library will participate by hosting a “blind date with a book, holiday edition.” Aimee Bouquet has volunteered to wrap gifts.

Maintenance

The ad for the request to bid was posted in the Berlin Sun and Berlin Reporter for a walk-through Friday November 12.

Policy

The library trustees discussed some ideas for a vision statement. The discussion will resume at the next meeting, and the adoption of a vision statement shall be made no later than March.

Trustees reviewed the GPL Policy 9 regarding Personnel. Paul made a motion to revise the Personnel Policy as presented as of 1Nov21. All were in favor.

Shannon will pick a policy in need of review for the next trustee meeting.

Next Meeting

Monday, 6 December 2021 at 6:30pm. On the agenda: 2022 budget

Nicole called the meeting to end at 7:34pm