7 Nov 2022

Gorham Public Library

Trustee Meeting

6:30pm

at the Gorham Public Library

Trustees present: Victoria Hill, Tim Deschamps, Melissa Laplante

Others present: Director, Shannon Buteau

The Meeting was called to order at 6:41pm

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

**Approval of Minutes:**

Approval of minutes for Oct22 was made.

**Budget:**

* The library is on track with its budget.
* $1000 will be spent on Apollo Biblionix ILS
* No questions were asked
* FY23 Budget: the benefit cost at this time is unknown.
* The Gorham Town Selectboard will see the budget November 28th. The budget will be set by then. Vicki and Shannon will be present.
* The Budget Committee will meet Jan 10th to approve the budget.
* The board took note that staff got a raise in the budget but the Director did not. They would like to investigate this further.

**PTO:**

Melissa made a motion to approve the requested carryover earned vacation time,16 hours of vacation time for Kaitlyn Sirois and 43 hours of leave for Shannon Buteau. All approved.

**The Library Security System Update was discussed:**

Vicki Hill made a motion to upgrade the library’s security system and purchase a contract with Simply Safe as discussed for the startup price of $660.00 plus a monthly service plan of $37/month. Melissa seconded; all were in favor.

Director’s Update

**Programming:**

* Schoolyear programming has been great.
* Congratulations- the library was awarded a two-year Titllotsen Fund/Northern Borders Grant to fund a Lego League Challenge Team.
* The Children’s Museum’s Play-Based Learning initiative will provide funds for story time kits and play-based learning supplies.
* Twelve Vendors are expected at the Craft Fair December 2nd.

**Maintenance:**

* The electricians were in the process of installing new lights- there has been a marked improvement in the stack.
* Further discussion on the maintenance needed on the sidewalk by the Handicapped Parking Space. Who is responsible to maintain this?

**Misc.:**

* The library is in need of hiring another on call library staff. The board agreed to review applications.

**Policy:**

* Shannon continues to plug away on the Library Policy Manual

Next meeting Monday December 5th.

The meeting was called at 7:45pm.