4Oct21

Gorham Public Library

Trustee Meeting

6:30pm

at the Gorham Public Library

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

Others present: Director, Shannon Buteau

Call to Order and Review of Minutes:

6:34pm a call to order was made. Approval of minutes from last month’s minutes was made by Paul and approved by all.

Budget

* Landscapes with Style has been hired to fix the front outdoor stair at the library.
* Exit Signs were inspected and are in the process of being updated.
* A supply de-icer for the walkway and stairs will be purchased.
* Shannon will look into replacing the AED battery.
* Shannon’s office computer needs to be updated. Shannon will seek advice from the library’s volunteer computer consultant, David Landry.cait
* A new on-call staff member has been hired to fill in up to 4 hours per week Tuesday and Wednesday afternoons.
* Shannon currently working on the 2021/22 budget draft
* 2019 excess funds are not yet available via the audit process, though Shannon expects them at any moment.

Director’s Report

The Garden Club, which has maintained the library’s flower beds in recent years, is undergoing changes in leadership and mission. The most recent iteration of the former Garden Club will be known as the Supportive Pollinators Volunteer Program. The SPVP has offered to maintain the flower beds as well as build a landing strip garden in the back suitable for programming. Nicole made a motion to partner with the Supportive Pollinators Volunteer Program to include caring for the library’s garden. All were in favor.

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.

Programming

Art classes have been postponed to November. The STEAM program Thursday evenings begins for ages 6-12. Katelyn Sirois has arranged the option for kids to either take a kit home or to participate in person. Ben Murphy’s Mountainscape Painting program was successful. The culminating Community Read author talk by Ty Gagne will take place this Wednesday, October 6 via Zoom.

Maintenance

Eversource has stated that the library’s original bulb replacement offer need to be re-evaluated because the library’s energy use does not warrant the offer originally given. The question was raised if it were a possibility to replace the bulbs in piecemeal over the span of a few years, possibly using funds from the recent fundraising events. Shannon will explore this possibility.

Paul has provided examples of RFPs and is working on a bid document for the new furnace. Andy LeBlanc will be contacted to provide specs specific to our furnace needs. The bid process will begin next week, with Paul sending the bid document to the Town Manager Denise Vallee and Kathy Frenette, Director of Finance & Administration, for their review.

Policy

Paul made a motion to accept the first reading of the GPL Policy 9 as submitted to Shannon. All were in favor. The second reading and adoption of the policy will occur at next month’s meeting.

A new NH Library trustee manual is available online at the NHLTA and in print at the library. A virtual Right to Know training for NH trustees is taking place on October 14th. Since the trustees are unable to attend, Shannon will attend a similar training at the NHLA Conference and report back to the trustees.

Plans to create a Vision Statement have been made. Trustees and Shannon will bring vision statement thoughts and examples to the next trustee meeting to discuss.

The Baker and Taylor Sustainable Shelves program has proved to be a very labor intensive and unfruitful method to remove deaccessioned books from the library. Shannon and trustees will explore options for book removal, with Shannon to follow a promising suggestion as recommended on the NHAIS Listserv.

Festival of Trees

The Library will have a tree in the festival of trees as well as to offer a “blind date with a book” activity for this year’s festival. It was agreed that hosting the craft fair inside the library would not be a safe option due to crowding from previous years and the current threat of Covid-19.

Next Meeting:

Monday, November 1st, 6:30pm

Nicole called the meeting to a close at 7:41pm