

**Gorham Public Library Board of Trustees Meeting
Monday January 14, 2018**

Trustees Present:

Clint Emmett, Clare Fox, Nicole Eastman

Others Present:

Shannon Buteau (Library Director)

Call to Order and Review of Minutes:

The meeting was called to order by Chairperson Clint Emmett at 6:15 pm.

Clint Emmett made a motion to approve the minutes for the December 17th meeting. Clare Fox seconded the motion, and it was approved unanimously.

Budget Report:

The ABLE program staff member that performs custodial duties for the library has been hired permanently.

Shannon Buteau has not hear back from Eversource concerning an energy audit. She agreed that to check with Denise Valley on this matter.

The meeting with the Gorham Board of Selectmen to discuss the library budget is scheduled for 1/22/2018 at 5:00 pm in the Meeting Room at the Town Hall.

Director's Report:

Howie Wemyss, General Manager of Great Glen Trails, expressed his interest in taking the library's taxidermy collection to add to their wildlife display at the Outdoor Center, which is licenced. Clare Fox suggested that prior to the donation being made, Mr. Wemyss sign a liability release form. Clare Fox made a motion to donate the collection, as well as skeletons and nests if he prefers, to Howie Wemyss pending that he sign the release. Nicole Eastman seconded the motion. The motion was approved unanimously.

Shannon Buteau informed the Board that the Annual Library Conference will be taking place in May and that information will be forthcoming.

Shannon Buteau submitted the yearly library report to the town. Mark Shea, newly hired Town Manager, is requesting that the director of each department submit a weekly report, which will include visitor data for the library. Clint Emmett made a motion to that Shannon Buteau submit this weekly data. Clare Fox seconded the motion. It was approved unanimously.

A fire alarm vendor will be visiting the library this week to provide an estimate for an exterior device since the library currently lacks one.

Fingerprinting for library staff will be done at Gorham police station. We will revisit the discussion of using the Live Scan Program next meeting.

Concerning the formation of a Friends of the Library group, each trustee provided names of potential members and a final list was agreed upon. Potential friends will be provided with a letter requesting their participation.

New Business:

Library patrons have volunteered to build a float for Gorham's Fourth of July Parade on behalf of the library.

The Library has partnered with the Bethlehem and Hampstead Libraries to bring Laura Keys to NH to speak about the stories of Laura Ingalls Wilder. The Gorham event will take place on Saturday March 2nd at 2pm.

The Library will partner with the Rec Department to offer a science themed storytelling event for the Summer Reading Program.

Clint Emmett announced that he will be resigning from the Board of Trustees in March 2019 after three plus years years of service. Paul Bousquet, current alternate, will be asked if he would be willing to run for the 3 year trustee position to replace Clint Emmett. An alternate would then be needed.

Shannon Buteau received her annual performance last month. She has been in this position for approx 18 months and has not received a pay increase. Clare made a motion to increase her wage by \$1000/ year about 3%. In order to comply with the current budget small changes were made to various lines. Clint seconded and decision was unanimous.

Old Business:

Mark Yourison provided the library with an updated estimate using architectural shingles for the entire roof, excluding the portico. Clint Emmett made a motion to advertise for additional bids. Nicole Eastman seconded. It was approved unanimously. Shannon Buteau agreed to create an ad.

Shannon Buteau will begin distributing surveys to patrons (in the form of bookmarks) to gather ideas about what the second floor of the library could be used as.

Shannon Buteau was encouraged to include updates in the Comment Section of her Performance Review to make the trustees aware of responsibilities and improvements she has taken on since filling her position. This will be reviewed at the next meeting.

Adjournment:

Clint Emmett motioned to adjourn the meeting at 7:15 pm.

The next Library Trustees meeting will be on February 11th at 6 pm.