

**Gorham Public Library Board of Trustees Meeting
Monday December 17, 2018**

Trustees Present:

Clint Emmett, Paul Bousquet, 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 6:05 pm. Clint Emmett made a motion to approve the minutes for the November 18th meeting. Nicole Eastman seconded the motion, and it was approved unanimously.

Budget Report:

Shannon Buteau has not heard heard back from Eversource concerning an energy audit. She agreed that to check with Denise Valley on this matter as well as order oil to be delivered the final week of December.

The meeting with the Gorham Board of Selectmen to discuss the library budget is scheduled for 1/22/2018 at 6 pm in the library.

Director's Report:

Shannon Buteau provided board members with information on the formation of a Friends of the Library group to assist the library to assist with fundraising. Clare Fox made a proposal to form a Friends of the Gorham Library. Nicole Eastman seconded the motion and it was approved unanimously. Nicole Eastman referenced a conversation with Denise Valley, Director of Finance and Administration of the Town of Gorham. Denise Valley stated that the group would require an IRS Tax ID and bylaws and that the NH Charitable Trust website contains helpful information for starting a 501(c)(3) nonprofit tax-exempt group. Nicole Eastman agreed to draft a letter for prospective members. Shannon Buteau and all Trustees agreed bring names of potential "friends" to the next meeting.

Shannon Buteau stated that library staff will be fingerprinted by the Gorham Police Department in January. Clint Emmett made a motion to pay for this expense out of the library checking account. Claire Fox seconded the motion. All approved.

Shannon Buteau presented information on the Neil and Louise Tillison Fund, which the library could use to apply for grant money in the future.

The ABLE program staff member that performs custodial duties for the library informed Shannon Buteau that he has agreed to be hired permanently.

Shannon Buteau inquired if the board still planned to support a raise of \$10 per hour for the on-call librarians as previously voted on. This was confirmed.

New Business:

Clare Fox made a motion to replace or update the patron computer and hard-wire the others. Clint Emmett seconded the motion and it was approved unanimously.

Due to the failing of the library's vacuum despite multiple repairs, a librarian proposed to sell her commercial grade Kirby to the library for \$1000. The librarian stated that she paid \$1200.00 and used it for four months before realizing that it was more than she needed to clean her home. Trustees viewed the vacuum. Clint Emmett made a motion to purchase the vacuum. Nicole Eastman seconded the motion. All were in favor.

Clare Fox made a proposal for a new policy that states that the board must approve the purchase of a single item/ service over \$350, excluding circular items (books). Nicole Eastman seconded the motion and all were in favor.

The potential use of the second floor of the library was revisited. Nicole Eastman agreed to draft a flyer to be used to gather ideas from patrons. Having a formal tour of the space for interested individuals was discussed for the future.

Lindsey and her Puppet Pals have been scheduled to visit the library in July 2019. Working with other local libraries to split the cost of visiting professionals in the future was mentioned.

Old Business:

Concerning the roof, Shannon Buteau will contact Mark Yourison to get an updated estimate for this project. Paul Bousquet will look into the cost and format to run a bid in the paper for additional estimates.

Shannon Buteau was provided with a copy of her Performance Review and invited to provide questions or comments at the next board meeting.

Nicole Eastman spoke to Dr. Kate Buckman from the Dartmouth College Toxic Metals Research Program concerning the taxidermy collection. She supported the idea of utilizing the company contracted by Coos county on Hazardous Waste Disposal Day in June.

Adjournment:

Clint Emmett motioned to adjourn the meeting at 7:25 pm, which was seconded by Clare Fox and passed unanimously.

The next Library Trustees meeting will be on January 22nd at 5:30pm.