

**Gorham Public Library Board of Trustees Meeting  
Monday February 11, 2019**

**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 6:05 pm.

**Budget Report:**

Shannon Buteau informed the board that Eversource will be performing the energy audit after the town meeting next month. A fixed date has yet to be determined.

The Public Budget Hearing is taking place 2/12/2019 at 6:30 at the Town Hall. Shannon Buteau plans to attend and answer any questions that attendants may have about the library's budget.

**Director's Report:**

Howie Wemyss, General Manager of Great Glen Trails, collected the wildlife display for the Outdoor Center. Mr. Wemyss also made a donation to the library.

Shannon Buteau informed the board that the NH Library Association Conference will be taking place May 9th and 10th in Concord. Clint Emmett made a motion for Shannon Buteau to attend and her expenses be covered (one night stay, food, and milage). Clare Fox seconded the motion and it was approved unanimously. Shannon Buteau also mentioned that she would like to attend the New England Association Meeting in October this fall. The board agreed to revisit this as the date draws closer.

Concerning the formation of a Friends of the Library group, two people have confirmed their interest, three are considering, and three have not responded. Shannon and the board members will follow up with these potential members.

Shannon Buteau is in the process of completing the State Library Report, which she plans to submit next week.

A Library Trustee Orientation workshop will be taking place on 4/12/19 in Concord. A three part webinar that covers the main points of this workshop is available online ([www.NHLTA.org](http://www.NHLTA.org)).

A work session will be taking place at the Town Hall on Friday 2/15/19 to develop a town wide mission statement.

**New Business:**

2/8 Cake Decorating was successful.

The Library will partner with the Rec Department for the Easter Egg Hunt in April and the Summer Rec Program.

The Cat in the Hat will visit the library on 3/15 through the Believe in Books Program.

Bryson Lang, Comic Juggler, will be performing at the Medallion Opera House on 4/13 and the library will help sponsor this event.

Shannon Buteau is applying to the CLIFF Summer Reading Program.

With Cliff Emmett's departure in March, the library will need an Alternate Trustee. Attendees were encouraged to bring suggestions to the next meeting.

The library will hold a competition for the creation of a logo. "Gorham Public Library" must be included in the original design. Sixth through 12th grade Gorham students, including those whom are homeschooled, are eligible to participate. A prize will be awarded to the winner. The Board will work on a release form. Nicole Eastman will discuss the contest with Chris Graham, GMHS Art Teacher.

**Old Business:**

Shannon Buteau plans to have an ad run in the local paper for the roof project. All bids should be returned to the library by 2/25/19 at noon.

AED posters have been hung throughout the library and all librarians have been trained to use the AED per Shannon Buteau.

Concerning fingerprinting, in order to pay with one check all library staff must have the printing performed within a specific timeframe. Once one of the librarians returns from out of state, the printing will be performed.

The fire alarm system is still waiting on an official estimate. The gentleman from New England Security Inc. came and looked at the building and where the alarm would go and is now doing research on the easiest/cheapest/best way to proceed.

**Adjournment:**

Clint Emmett motioned to adjourn the meeting at 6:50 pm.

The next Library Trustees meeting will be on March 18th at 6 pm.