

**Gorham Public Library Board of Trustees Meeting  
Monday May 13, 2019**

**Trustees Present:**

Clare Fox, Paul Bousquet, David Parent, Nicole Eastman

**Others Present:**

Shannon Buteau (Library Director)

**Call to Order and Review of Minutes:**

The meeting was called to order by Clare Fox at 6:30 pm.

It was confirmed that the minutes for the 4/8/2019 Trustee Meeting were approved via email.

**Budget Report:**

After review, the current monthly budget appeared to be in order.

Concerning the scheduled roof project, Mark Yourison has been working steadily. A problem with the former gutter system was located. Mark will provide the library with an additional estimate for this unforeseen issue.

**Director's Report:**

All GPL staff have been fingerprinted. In the future, potential employees will be hired pending successful completion of a criminal background check.

Shannon Buteau was able to share the hotel room cost for the New Hampshire Library Association conference with Randolph Public Librarian Yvonne Jenkins, which was a savings for the library. Per Shannon, the two day event was "very informative" and provided ample ideas for programming and an opportunity for networking.

Concerning the needed fire alarm system, New England Fire, the company that originally provided GPL with an estimate, has been purchased by a larger company. Shannon Buteau is waiting to hear back from said company. Alternate suppliers will be considered if no response is received in a timely manner.

Regarding summer hours, Paul Bousquet made a motion for the library to be open from 10:00 am to 1:00 pm on Saturdays from Memorial Day through Labor Day. Nicole Eastman seconded the motion. It was unanimously approved. This change will allow GPL to maintain its standing as an AMC visitors site, as well as give community members that are unable to visit the library during the week additional opportunities. This schedule may be extended through Columbus Day if the demand is high. The

On-Call Librarian will be withheld one afternoon per week to compensate for the change.

Nicole Eastman made a motion to create a Friend's of the Gorham Public Library group. Paul Bousquet seconded. All were in favor. The new Friends of the Library Group would start small and grow. Initial goals are to promote and support the library. Secondary goal is to perform realistic fundraising events to support programs. All goals to be decided by friends at a future date. Gorham resident and library volunteer Tim Deschamps visited tonight's meeting to introduce himself to the board. Tim is willing to be a member of the Friends group to offer computer literacy classes to adult learners. Shannon Buteau mentioned that she has a grant money that must be used specifically for this purpose. Tim offered to research curriculum and equipment, such as tablets, that may be used in the class. Tim also volunteered to work on designing a webpage for the library, which could then be linked with library site currently located on the Town of Gorham's website. The next Friend's meeting will be held at at 5:30 on June 10th, prior to the Trustee meeting.

14 applicants were received for the Assistant Library position. Four candidates will be interviewed on Friday May 14th.

#### **New Business:**

The Library is partnering with Project Youth to offer summer visits such as a portable planetarium and magician.

GPL is one of six NH libraries selected to be visited by Smokey the Bear this summer. A date for the visit has not yet been determined. The town fire department will also be involved.

Shannon Buteau and Jeff Stewart of the Rec Department have been working on book related classes/ events for the Summer Rec Program. Information will be found in a printed program and on-line.

Shannon Buteau is developing a summer calendar of events/ services offered by the GPL to distribute at Ed Fenn Elementary prior to the end of the school year.

A visit by a live-cooking show presenter will be scheduled at the end of the summer. This event will be for adults.

Free Google workshops for community members will be available at the Fortier Memorial Library in Berlin on May 29th. Shannon Buteau plans to attend.

#### **Old Business:**

Concerning the creation of a Gorham Public Library logo, no entries were received. Shannon Buteau recommended that the contest be opened to adults. The Board supported this idea.

An individual is still needed to run the Summer Drama Club.

A date for a library tour will be set once the the roof project is complete and the space is made safe for walking. Concerning the second floor, the Gorham fire chief informed Shannon that he will need to know the plan for the space in order to know what codes will be required.

Open house for the public in the next month or two of the upstairs. In addition the Friends Group will visit up there at their next meeting.

**Adjournment:**

Paul Bousquet motioned to adjourn the meeting at 7:14 pm.

The next meeting is scheduled for June 10th at 6 pm.