

**Gorham Public Library Board of Trustees Meeting
Monday October 22, 2018**

Trustees Present:

Clint Emmett, Clare Fox, Paul Bousquet, Nicole Eastman

Others Present:

Shannon Buteau (Library Director)

Call to Order and Review of Minutes:

The meeting was called to order by Clint Emmet at 6 pm. The minutes for the October 1st meeting were approved on-line on October 2, 2018.

Director's Report:

The parking lot is to be resurfaced prior to Thanksgiving by the Public Works Department. The estimated cost of \$8000.00 will come from existing budget funds confirmed by the auditor.

Shannon Buteau requested new floor mats for the winter in front of the main desk for safety and floor protection. She received a quote from a local company and trustees agreed that this was a good idea. Clare Fox made a motion to accept the estimate. Clint Emmett seconded the motion, and it was approved unanimously.

A policy for background checks for library staff and volunteers was proposed by Shannon Buteau. She will contact Karen Couture at the SAU 20 office to get additional details on the Lifescan (electronic) method to compare with the paper method available through the police department.

The library has appreciated the ABLE program for the last year. This ends in December. NHS has asked if the library would consider hiring this employee in January. After much discussion everyone agreed we would like to continue to support this program. Clint Emmett proposed and to accept the decision. Clare Fox seconded that the library would hire this person for 10 hours/week custodial work and it was approved unanimously.

Budget Report:

Shannon proposed a 2019 budget to the trustees. Every line was reviewed and discussed at length. The group concluded that a flat budget could be achieved and hence \$161,894 will be presented to the Town Selectmen and Budget Committee. In addition everyone agreed that having a Gorham Friends of the Library would be beneficial to help raise money for future programs given the necessary line items that needed to be reduced to meet this flat budget.

With regard to the Murphy Fund, the amount of \$100,000 has yet to be transferred into the NH Public Deposit Investment Pool. Clare Fox will speak to Wayne Flynn at the Town Hall to determine why this transaction has not taken place.

New Business:

Peggy Laperle offered her letter of resignation to the Town for personal reasons. Nicole will transition from Alternate Trustee to replace Peggy Laperle as Secretary and Paul Bousquet agreed to transition to the Alternate Trustee position.

Old Business:

Nicole Eastman contacted a local Taxidermist to gather information with regard to the future of the library's collection. No response was received. The Board will continue to investigate.

Shannon Buteau's performance appraisal took place today at 5:30 pm. Clare Fox and Clint Emmett will finalize a written report for the Board to discuss with her.

Adjournment:

Clint Emmett motioned to adjourn the meeting at 7:20 pm, which was seconded by Clare Fox and passed unanimously. The next Library Trustees meeting will be on November 5th at 6pm.