

**Gorham Public Library Board of Trustees Meeting**  
**Monday September 14, 2020**  
**(On-site with desks 6 feet apart)**

**Trustees Present:**

Paul Bousquet, Melissa Laplante (via Zoom) and Nicole Eastman

**Others Present:**

Shannon Buteau (Library Director)

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

The meeting was called to order by Paul at 6:01 pm.

Paul made a motion to formally approve the minutes from the 8/10/2020 meeting. Melissa seconded. All were in favor.

**Budget:**

After a careful review of the budget, spending appears to be in order. A department head meeting is scheduled for 9/21/2020 and a discussion about budget expectations for the upcoming year will take place. Shannon also plans to have a draft of next year's library budget ready by the October Trustee Meeting.

**Director's Update:**

This morning a person was on the portico using the internet to do work. When he leaned over the railing, it dislodged. While attempting to catch the railing, the individual fell to the ground as well, sustaining minor injuries (scrapes and bruises) which he declined medical attention for. Shannon filled out an incident report, which Kathleen Frenette, Town Finance Director, sent to Primex. Shannon then contacted Carpenter Mark Yourison to ask if he could visit the library this week to access the portico for repairs, as well as other problem areas.

To mitigate the potential for falls this winter, the stairs to the library will be closed and the ramp will be the main method of entering and exiting the library.

Tim Lewis from Northern Vermont University plans to digitize the library's Among the Clouds collection for free on-line access for patrons.

Curbside pickup use has decreased as on-site library hours have increased, but will continue to be offered since some patrons appreciate the service.

Mike Means is not comfortable with performing his juggling act in or outside at this time. Shannon is in the process of determining if the funds can be carried over next year so

he can perform next summer, or if the funds need to be used this year requiring the selection of a new performer.

Guy Lopez of the local Rotary Club will be informing the library about whether or not they are able to supply pumpkins again this year for the annual children's decorating contest.

Two separate groups of Salve Academy Academy PreK - grade 1 students have been visiting the library for story time twice a week.

Melissa Laplante was officially sworn in today as an Alternate Library Trustee.

### **New Business:**

Shannon would like to increase the number of people allowed in the building at one time from 10 to 20 and increase the time patrons are allowed to visit the library from four to six hours per day. Paul made a motion to approve these changes. Nicole seconded. All were in favor. The new hours beginning Monday 9/21/2020 will be M,W,F 12-6 and T, Th 10-4.

A free energy audit will be performed on 9/17 to determine what changes can be made in and outside the library to make it more efficient.

Andy Leblanc will be servicing the library's furnace on 10/1. He suggested last year that either repairs are performed or a new furnace is installed. Paul suggested that Shannon ask Andy to provide an updated estimate for the repairs.

The Ona Judge Book Discussion, a program through NH Humanities, will take place on 9/16 via Zoom. 28 participants are currently signed up.

### **Old Business:**

Nathan Styles has not been available to repair the steps near the library's emergency exit. Shannon will continue to follow-up.

### **Adjournment:**

The next meeting is scheduled for Monday 10/5/2020 at 5:30. This meeting will begin with an outdoor inspection of the library for any problems requiring future repairs.

Paul made a motion to end the meeting at 6:30.