

**Gorham Public Library Board of Trustees Meeting  
Monday July 15, 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 6:05 pm.

It was confirmed that the minutes for the 6/3/2019 Trustee Meeting were approved via email.

**Budget Report:**

Paul Bousquet requested that the monthly budget report be emailed to him the Friday prior to the Trustee Meeting to allow him to review it more thoroughly. Shannon Buteau agreed to fulfill this request. After review, Paul reported that the budget appeared to be in order. Shannon commented on the added expense that resulted from Connie Landry and Katelyn Sirois working simultaneously while Katelyn was training for the Assistant Director Position and that less On-Call time will be used in the near future to compensate for this additional expense.

**Director's Report:**

Since New England Security has been bought out, their original quote provided to the Library for an exterior alarm system is no longer being honored. Impact Fire has provided a new quote of \$1186.00 (\$616.00 for the installation of the alarm system, \$492.00 for the mandatory annual inspection and a \$78.00 travel fee). Paul Bousquet made a motion to move forward with the purchase and installation of the fire safety system and that funds from the Maintenance Line of the Budget be used to fund the project. Clare Fox seconded. All were in agreement. Shannon Buteau agreed to contact Impact Fire to schedule the installation and inspection.

Shannon Buteau and Kaitlyn Sirois would both prefer to attend the New England Library Association Conference this fall. Shannon expects that she will soon be informed whether or not she will receive a scholarship to attend. Should she be awarded a scholarship, it will cover the cost of two attendants. Nicole Eastman made a motion to

use funds from the Library's Checking account to cover the expense of Katelyn attending should the scholarship not be awarded to Shannon. Clare Fox seconded the motion. All in agreement. Shannon Buteau was encouraged to book their lodging at her earliest convenience.

Idea gathering for the use of the Library's 2nd Floor has begun via distribution of flyers in the form of bookmarks. Tours for interested individuals will be offered July 23rd and 25th at 2 pm and 3 pm.

Paul Bousquet offered to research the cost of door alarms, which could possibly be used on the Library's multiple emergency exit doors.

Tim Deschamps, Friend of the Gorham Public Library member, has created the Library's new website. The address is [gorhamlibrary.org](http://gorhamlibrary.org). Shannon Buteau is in the process of adding a link to this site on the town's website. Photos will be added including reading/children's program, photos of the staff at the library, names of the trustees and Board meeting minutes.

Per Shannon Buteau, the Friend's Group has decided that they do not want to work toward gaining 501 3c (non-profit) status at this time. Instead, they are focused on promoting the Library and having community events, such as a tomato growing discussion that will take place at the Tassey Farm on 7/21 at 4pm.

Concerning the creation of a Library Logo, Shannon Buteau plans to advertise in the local paper and a \$100 Visa gift card will be the prize when a winner is selected next month.

Saturday mornings at the Library have recently seen 20 plus visitors, and the numbers are expected to increase as more AT hikers visit Gorham.

Shannon Buteau will bring any policies requiring revision to the Board's attention at next month's meeting.

### **New Business:**

The Mason's will be donating two new bikes for the Summer Reading program's top readers, and participants are required to be in attendance at the final event to be eligible to win a bike.

The Library's 4th of July float came in first and was awarded a \$300 cash prize. Shannon Buteau will use \$100 to pay for supplies used to build the float, and deposit the remainder in the Library's checking account to be used to build next year's float.

The Library will not be eligible for an energy audit since only two departments per town are eligible and other Gorham departments were more of a priority. The Board will revisit the topic at future meetings, such as installing dimmers or efficient bulbs.

After a review of June's NH Public Deposit Investment Pool Statement, the Murphy Fund balance appears to be less than anticipated. Shannon Buteau agreed to contact Denise Valley, Gorham Director of Finance, to determine whether or not half of the roof project was paid for using the Capital Reserve Fund. \*\*\*

The State of NH has agreed to pay for a new Interlibrary Loan system. After the former system crashed two years ago, libraries have relied on phone calls and emails to locate books from other libraries. This new system is expected to start by the end of the calendar year.

**Adjournment:**

Clare Fox motioned to adjourn the meeting at 6:50 pm.

The next meeting is scheduled for August 19th at 6 pm.

\*\*\*Update 07/16/19

Upon review, \$41,000 had been taken out of the Murphy Fund for the new roof instead of \$21,000 with the additional \$20,000 coming out of the capital budget line. This will be corrected.