

**Gorham Public Library Board of Trustees Meeting
Monday June 3, 2019**

Trustees Present:

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 Clare Fox at 6:05 pm.

It was confirmed that the minutes for the 5/13/2019 Trustee Meeting were approved via email.

Budget Report:

After review, Paul Bousquet confirmed that the budget is in order.

Concerning the roof project, Mark Yourison has finished. Shannon Buteau is pleased with the final results. \$20,000 was used for the roof from the Murphy Fund and \$20,000 from the capital reserve. Due to unexpected work, an additional \$1001 was taken from the Murphy fund, hence a total of \$21,000 was withdrawn.

Director's Report:

Fred Corrigan, Library Maintenance Employee, informed Shannon Buteau that the exterior cement staircase at the front of the Library has begun to erode where the bottom step meets the sidewalk. The cement platform outside the emergency exit that attaches to a cement staircase is also in need of repair. The handicap parking spot and sidewalk along the front of the building are also in need of repair, but are maintained by the Town of Gorham. The Trustees viewed all previously mentioned areas and will revisit this topic at the next meeting.

An open house is scheduled for Tuesday June 18th from 4-6pm. This will also serve as a celebration for Connie Landry since she will be retiring on July 3rd. An individual has been offered the Assistant Director Position and plans to begin June 19th in order to work with Connie prior to her departure.

Shannon Buteau contacted New England Fire, which has been bought out by Impact Fire, to confirm the installation of an exterior sound and light fire alarm system for the library. Shannon expects to receive a call from them in the near future.

New Business

The next Friend's of the Gorham Public Library meeting is scheduled for Monday June 17, 2019 at 6:30 in the library. Shannon Buteau mentioned that two individuals have confirmed that they plan to attend. Paul Bousquet will attend as well. Tim Deschamps, GPL Friend's Member, was able to secure the web address gorhamlibrary.org and has been developing the page. Organizing an event to celebrate the 25th anniversary of the GPL being at its current location was also discussed as a project for the Friend's Group to work on in the near future. Asking an interested high school student to gather testimonials from long-standing GPL patrons was also discussed.

The carpets/ rugs were cleaned today throughout the Library.

Concerning a tour of the Library's second floor to gather ideas for its potential use, Shannon Buteau will determine a date in the near future and extend an invitation to the Town Selectmen and Budget Committee. Additional pre-determined tour times will be offered for the public at the Director's discretion.

On July 9th at 2pm, Smokey the Bear will visit the GPL in celebration of his 75th birthday. Shannon Buteau invited the Trustees to attend. Gorham Firefighters, Selectmen and Forest Rangers will also be in attendance.

Shannon Buteau has applied for a scholarship to attend the three day New England Library Association conference in Mystic CT this fall.

Old Business

A GPL patron continues to be interested in creating a float to represent the Library in the town's Fourth of July parade this summer. Clare Fox made a motion to offer \$100 to cover the cost of supplies if needed. 2nd by Nicole Eastman. All in favor.

Due to low participation, the logo design contest will be extended until August 7th and be open to adults. Additional signage will be posted in the library to boost participation.

Library Policies 1 (Public Meeting), 2 (Interlibrary Loan) and 4 (Circulation) were reviewed. After much discussion, updates and revisions were made to each policy. Updated printed copies of each policy will be placed in the Policy Binder at the Library. Paul Bousquet made a motion to approve the changes. Clare Fox seconded. All approved.

Adjournment:

Clare Fox motioned to adjourn the meeting at 6:57 pm.

The next meeting will is scheduled for July 15th at 6 pm.