

**Gorham Public Library Board of Trustees Meeting  
Monday November 2, 2020 @ 6:30 PM  
(Via Zoom)**

**Trustees Present:**

Clare Fox, Paul Bousquet, Melissa Laplante and Nicole Eastman

**Others Present:**

Shannon Buteau (Library Director)

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

The meeting was called to order by Clare at 6:32 pm.

Nicole made a motion to formally approve the minutes from the 10/5/2020 meeting. Paul seconded. All were in favor.

**Budget:**

Shannon submitted a proposed 2021 budget of \$161,350.00. As expected, any surplus funds will be returned to the town.

Supply orders were recently placed for D-Icer and oil.

An electrician is also scheduled to visit the library on Tuesday 11/3/2020 to repair exit signs.

Concerning pay increases for town employees, Denise Valley, Town Manager, recently informed Shannon that the possibility of an increase was not known at this time. Clare made a motion to increase salaried and hourly staff rates, while maintaining a flat budget, so that they are inline with any cost of living adjustments for town department employees. Paul seconded. All were in favor.

Mark Yourison repaired the railing, porch and siding near the portico at a cost of \$850.

**Director's Update:**

As of Thursday 10/29/2020, the library has stopped on-site library visits and will continue to offer curb-side pick-up due to a recent increase of Covid-19 cases in the community.

Information about the library's recent energy audit is expected to be provided in the next few days. This will help determine how much of a savings can be afforded by switching to energy efficient LED lighting.

Nathan Styles has not been available to repair the library stairs and Shannon hopes to schedule him for the spring. The stairs have been blocked for the winter leaving the ramp for use.

The crumbling sidewalk/ curb near the parking lot has received some attention by the Town. They have also applied for a grant to repair sidewalks, and the additional repairs would ideally fall under this grant if received.

Shannon revisited the boiler replacement topic from last month and suggested tabling the project until 2022 since the library will receive an additional \$5000 from the capital reserve fund. Since Andy LeBlanc, hearing technician, mentioned after performing October's cleaning that it should function properly for another 3-5 years, the board agreed that the project could be pushed back a year.

Shannon asked on behalf of some local crafters if a Holiday Craft Fair would be possible. As a result of current Covid counts in the community, the board was not able to support this request, however Shannon was encouraged to consider collecting each crafter's contact information/ business links to post on the library's website and/ or Facebook page to increase visibility for this group.

### **Programs:**

The final NH Humanities Zoom program "Meet Lucy Stone: Abolitionist and Suffragist" will take place on November 14th at 6 pm.

The annual Pumpkin Decorating Contest had 17 participants. While the picture taking event involving the winners had to be cancelled, Shannon plans to pass along the prizes and thank the Rotary for donating the pumpkins.

Thanksgiving books and craft kits have been purchased for interested families to take home at the end of the month.

### **Additional topics:**

A National Honor Society Student from Gorham High School visited the library on Wednesday 10/28/2020 and said that he was working on the GPL 125th Anniversary Project Video. On 10/30/2020, local schools moved to remote learning due to increased presence of Covid-19 virus in the community. Nicole emailed Lucy Evans, GMHS Teacher in charge of NHS, to determine if students, their parents and the school felt this project could still be completed remotely. A response had not yet been received.

Shannon asked the board if internet services by appointment could resume. After a brief discussion, the board decided that it will not currently allow this service due to Covid risk.

Shannon asked what she should do concerning the library functioning should both she and Katelyn need to be quarantined due to Covid. The board plans to temporarily close the library until staff could safely return.

**Adjournment:**

The next meeting is scheduled to take place on Monday 12/7/2020 at 6:30 via Zoom.

Clare made a motion to end the meeting at 7:19.