

**Gorham Public Library Board of Trustees Meeting  
Monday December 9th, 2019**

**Trustees Present:**

Clare Fox, Paul Bousquet, David Parent and 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 6:03 pm.

Nicole Eastman made a motion to formally approve the minutes from the 11/25/2019 meeting. Paul Bousquet seconded. All were in favor.

**Budget:**

After a careful review of the current budget, the board agreed that spending was in order. Shannon Buteau informed the board that remaining 2018 funds can be used to pay \$1362.00 for the installation of the new townwide phone/ internet system by Consolidated Communications, which is expected to take place by the end of this month. The trustees questioned the \$3462 yearly cost, which does not include the initial \$1362.00 installation fee, however supports using the service should it end up providing the high level of quality and service that has been promised.

Concerning library equipment, Shannon Buteau has researched the following items and seeks the board's approval to make the following purchases: two folding tables and eight folding chairs for the children's room, an additional changing table for the bathroom, soap dispensers, the downloadable books for 2020 and a set of World Book Encyclopedias. The board was supportive of these purchases and encouraged Shannon to order the items.

Shannon applied for a Walmart grant to help fund the theater program this summer and expects to receive a response by January 2020.

The 2020 budget presentation to the Select Board will take place on Monday December 16th at 6 pm at the Town Hall.

**Director's Update:**

Denise Valley, Gorham Town Manager, informed Shannon that a 2% cost of living adjustment will be given to town employees. Paul Bousquet made a motion to adjust the 2020 budget to

reflect no decrease in any lines in the 2019 budget, and it should include a 2% increase for each full time staff member.

**New Business:**

The 12/6 Craft Fair that was a part of Gorham's Winterfest was successful, with 14 vendors and over 200 guests visiting the library. The library will plan to participate again next year and possibly have more vendors, space permitting.

Katelyn Sirois, Assistant Library Director, is in the process of gaining certification for the Girls Who Code Program, which will allow her to run a program at the library starting this summer.

Paul Bousquet will need to accompany Shannon to the bank to be added to the library's bank account.

Wayne Flynne, Trustee of the Trust Fund for the Town of Gorham, responded to Clare Fox's enquiry concerning the Public Deposit Investment Pool that the Murphy Fund was invested into. He stated that for the sake of ease, town funds will be consolidated into an account at the Bank of NH. The library board was unaware that this transfer was taking place and asked that improved communication occur between the library and the town concerning the management of this account.

The library is scheduled to begin using the town budget software program in 2020. No additional cost was mentioned.

**Adjournment:**

The next meeting is scheduled for January 13th at 6 pm.

Clare Fox motioned to adjourn the meeting at 6:59 pm.