

**Gorham Public Library Board of Trustees Meeting  
Monday October 28, 2019**

**Trustees Present:**

Clare Fox, 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 pm.

Clare Fox made a motion to formally approve the minutes from the 9/23/2019 meeting. David Parent seconded. All were in favor.

**Budget:**

After a careful review of the current budget, the board agreed that current spending was in order. Shannon Buteau plans to schedule less on-call time as well as limit the purchase of books and movies to avoid overspending. Some money has already been designated for specific purposes. The board will revisit a cost of living adjustment at next month's meeting. The 2020 budget presentation to the Select Board will take place in late November/early December and a meeting with the Budget Committee concerning the 2020 budget will be held in January 2020.

**Director's Update:**

The annual elevator inspection took place and a suggestion was made to have a light switch placed in close proximity to the elevator since it is currently located in the Director's office. Shannon Buteau is waiting to receive a final report to determine if this is a requirement and will then seek out estimates from electricians.

Nathan Styles recently visited the Library to inspect the concrete steps near the front emergency exit. Shannon Buteau expects an estimate from him soon.

The pumpkin decorating event was well attended. The Rotary Club donated the pumpkins and plan to award a first place prize of a gift card to a nearby book-store.

Katelyn Sirois, Assistant Library Director, has been running the weekly STEM program in which eight children have been participating in.

Will O'Brien has been running art classes for children ages 7-18 twice a week, with a total enrollment of 34 participants. Shannon Buteau is looking for a volunteer to assist

with the cleaning of art supplies at the end of classes. Nicole Eastman suggested that she contact Lucy Evans at GMHS to solicit help from a National Honor Society member.

### **New Business:**

Two events remain from the fall evening series entitled: "Humor in the North Country" which is a collaborative effort between The Gorham Public Library, Berlin Public Library, White Mountain Community College and NH Humanities. The previous events have been well attended according to Shannon Buteau.

Kathy Frenette, Finance Director for the Town of Gorham, has not received the 2020 insurance costs for town employees, however an increase of 15% is expected since rates have not changed in the past two years. Shannon Buteau suggested alternating attendance between herself and the Assistant Director at future conferences as a cost saving measure. In anticipation of the expected increase, Clare Fox made a motion to amend the 2020 budget. Dave Parent seconded. All were in favor. Shannon Buteau also reminded the board that a designated donation could be used to fund educational opportunities.

### **Old Business:**

After attending the recent Budget Committee Meeting on October 9th, Clare Fox and Shannon Buteau stated that the committee continues to show interest in having non Gorham residents pay to utilize Gorham Public Library Services. Clare Fox suggested creating a display to encourage library visitors to become patrons if they are not. Nicole Eastman was willing to write a letter to the local paper to increase awareness of the services and materials offered by the library. Shannon Buteau was receptive to these ideas.

Revisiting the unresolved issue of digitizing a large collection of The Mountaineer and Among the Clouds that is currently stored in a closet in the library, Shannon Buteau was able to gather some information on this topic while attending the New England Library Association Conference earlier this month. Since New Hampshire is not a member of the National Digital Newspaper Consortium, an organization within the state would need to petition to have the items digitized. At this time no one is taking on this role according to the NH State Library. Shannon plans to contact the NH Historical Society in Concord to determine if they have suggestions on digitizing the collection and ensuring that it will be accessible to the public in the future free of charge.

Concerning the disposal of old books, Shannon Buteau informed the board that there are various methods of retirement: placed on a "for sale" shelf within the library and sold for 25 cents, donated to the NH State Prison, kept to be sold in a book sale or thrown away if severely damaged.

**Adjournment:**

The next meeting is scheduled for November 18th at 6 pm.

Clare Fox motioned to adjourn the meeting at 7:00 pm.