

**Gorham Public Library Board of Trustees Meeting  
Monday September 23, 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 6:00 pm.

Paul Bousquet made a motion to formally approve the minutes from the August 19th meeting. Clare Fox seconded. All were in favor.

**Budget:**

Shannon Buteau presented the Board with the Estimated Library Operating Budget for the upcoming year 2020. The trustees were very happy that the overall budget is \$5,833 lower than last year which is a 3.4% decrease overall. The trustees acknowledged that there are not many lines to draw from and congratulated Shannon on the savings. The Board will wait to discuss salary changes at the October 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 Report:**

The NH Library Trustees Association's North Country Workshop will take place at the Gorham Public Library on Saturday October 5th. The event has been capped at thirty five participants due to the size of the library. Paul Bousquet and Nicole Eastman are registered to attend this NHTA sponsored event.

The first of four sessions titled "Humor in the North Country" was held September 18th. 22 people came to the Gorham Public Library to hear "Wacky Songs that Made Us Laugh" by Calvin Knickerbocker. Rebecca Rule will speak on 10/9. Since the speaker for 10/30 cancelled, a replacement is being sought.

An email from Budget Committee Member/ Gorham Resident Mary White posed three questions to the Gorham Public Library:

1. What progress has the Library made to become more self-sustaining?

The Library has established a Friends of the Library Group. Since their formation this spring, they have held specific educational events, such as technology classes, community workshops and the creation of Adventure Packs for young patrons. The Board supports their interest in fundraising as well. The Board also suggests having a “wish list” posted during the holiday season. Patrons could then purchase and donate these items to the Library. To Shannon Buteau’s knowledge, no public library in NH is completely self-sustaining.

2. What is the specific breakdown of Gorham/ Randolph/ Shelburne library patrons?

Since the Library’s existing software does not have the ability to separate patrons based on residency, Shannon Buteau and Kaitlyn Sirois will manually sort through existing reports to tally residency, which will be a labor intensive process since there are currently about 2,307 people who have library cards. Shannon Buteau reminded the Board that residents of Randolph and Shelburne provided significant support to the Gorham Public Library in years past despite having a library in each of their towns.

3. What cost savings does the Library provide to patrons?

Since January 7th 2019, the Library has saved members \$195,477 from borrowed material such as books, computer time, newspapers, DVDs, periodicals etc. according to Apollo Report. Also, 12,138 onsite visits by patrons have occurred since January of 2019. Trustees suggested having photo testimonials with patrons sharing “I have borrowed (insert number) books from the Gorham Library this year. It has saved me (insert dollar amount).” Clare Fox states that her personal savings has been \$456 after borrowing 123 books from 1/1/2019 to 9/28/2019.

Clare Fox and Shannon Buteau will both attend a meeting with the Gorham Budget Committee on 10/09/19 at 6:00pm to discuss these advancements.

Shannon Buteau read the first draft of revisions for two library policies: 1. Public Meetings 2. Patron Conduct. Paul Bousquet made a motion to approve the revisions of both policies for a first reading. Clare Fox seconded. All were in agreement.

**New Business:**

Friend’s of the Library member Tim Deschamps has done an excellent job redesigning the Library’s new website and has donated all of his time at no cost to the library. He will be invited to the next meeting to take a photo with the trustees.

**Old Business:** Nathan Stiles plans to visit the Library on 9/25 to inspect the cement stairs that are in need of attention.

No new logo samples have been provided to the library. The Board will consider future submissions.

**Adjournment:**

Clare Fox motioned to adjourn the meeting at 6:45 pm.

The next meeting is scheduled for October 28th at 6 pm.