

**Gorham Public Library Board of Trustees Meeting
Monday August 19, 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 6:04 pm.

While the draft minutes were approved via email for the 7/14/2019 Trustee Meeting, Paul Bousquet made a motion to formally approve them. Clare Fox seconded. All were in favor.

Budget Report:

Since Shannon Buteau was on vacation last week, Paul Bousquet was unable to receive and review the budget in advance. After a careful inspection, it was determined to be in order.

A scholarship was not received by the Gorham Public Library for the New England Library Association Conference this fall. Funds from the library checking account will be used for one staff member to attend and the budgeted education line will be used for the other staff member. This will ensure that Shannon Buteau and Katelyn Sirois can both attend.

Androscoggin Valley Hospital's Casual for a Cause program donated \$126.00 to the Gorham Public Library.

While Consolidated Communications will be providing the library with phone services, the window to apply for a reduced rate has closed for this year. Entities who are involved with education can apply for the reduced rate. SAU20 has already applied and was awarded. The board asked Shannon Buteau to contact a SAU20 office staff member to learn from their experiences so we too could save tax payer's money as well. Shannon Buteau was encouraged by the Board to apply next year.

Director's Report:

Impact Fire has installed an outdoor audiovisual beacon as well as inspected the library's fire alarm system at a cost of \$1886.00

The Summer Reading Program has ended. 45 children attended the culmination celebration and were all given a book. Additional prizes were randomly awarded to some participants. Shannon Buteau plans to add a prize for the "top reader" next year.

The Board continues to entertain ideas for using the space on the second floor of the library. They like the idea of renting out office/room space to small businesses/artists etc. Any ideas from the public will be considered.

Shannon Buteau attended a Policy Workshop today in Lincoln NH on the topic of Meeting Rooms, which was focused on helping libraries understand how such spaces can be used. After a brief discussion, it was decided that Shannon Buteau would revise the current policy to reflect that a Gorham Public Library card holder must reserve and attend the event in which the Meeting Room is reserved for. The Board will review the draft at the next meeting. Shannon Buteau also mentioned that she would update the Unattended Child Policy for review.

Andy Leblanc recently inspected the library's 20 year old furnace and found the combustion chamber to be in need of repair. The service will cost \$500 and this repair could allow the furnace to function another five years. Mr. Leblanc also stated that the system could be replaced for \$10,000.00. A suggestion was made to consider two smaller units rather than one large. The Board brainstormed using a Capital Improvement vs. Capital Reserve Fund in addition to the Murphy Fund. Since the Board is not keen for the boiler to function until it dies, a proactive approach is preferred which could prevent a crisis in the depths of winter as well as allow for the purchase of a more effective and efficient boiler in the next 1-4 years.

Concerning the exterior cement staircase, Shannon Buteau will look into hiring a private contractor to perform the necessary repairs. She will also discuss the topic with Public Works so they are aware.

Shannon Buteau would prefer to spend the majority of the next board meeting drafting next year's budget and the Board was in agreement. Paul Bousquet asked to be emailed a copy of the 2018 budget, which Shannon Buteau agreed to do.

New Business:

The Gorham Public Library, Berlin Public Library, White Mountain Community College and NH Humanities are collaborating to provide a fall evening series entitled: "Humor in the North Country" which will take place on Wednesdays at 6 pm at the WMCC Fortier Library on September 18th, October 9th, October 30th and November 13th. Gorham Public Librarian Cora Ciampi and her sister Laretta Phillips will present "Sisters Too: Storytelling Duo" at the November event.

Old Business:

No additional library logo contest entries were made. Clare Fox requested that Shannon Buteau ask a library volunteer that enjoys drawing to create a logo.

Shannon Buteau confirmed that pictures have been added to the library's new website.

Revisiting the unresolved issue of digitizing a large collection of The Mountaineer and Among the Clouds, the cost of this service is \$3.75 per page. Since the Library does not have the funds to pay for this, Shannon Buteau will contact Yvonne Jenkins of the Randolph Public Library to determine if other options may exist, as well as reach out to the Gorham Friends of the Library for assistance. Clare Fox also offered to speak with Heather Wiley of Randolph to determine if she might also have ideas.

Adjournment:

The next meeting is scheduled for September 23th at 6 pm.

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