

Minutes of Gorham Public Library Trustees Meeting 03/22/2016

Trustees Present:

Aaron Gorban, Gail Wigler, Clint Emmett

Staff/Others Present:

Elizabeth Thompson, Director, David Graham, Mike Waddell

Agenda/Discussion:

The meeting was called to order by Chairperson Aaron Gorban at 6:02pm.

After review of the minutes of the meeting of February 16, 2016 a motion was made to accept the minutes by Aaron Gorban, and was seconded by Gail Wigler. Motion passed unanimously.

The election of officers was undertaken and the results as follows: Aaron Gorban, Chairperson; Gail Wigler, Treasurer; Clint Emmett, Secretary.

Bid/Proposal review: Mike Waddell was present to help review construction/remodeling proposals submitted. Cost of materials, quality of work, and cost of labor reviewed. Discussion centered on life of product, upkeep, future needs. Bids submitted were reviewed for content, work proposed, and cost considerations. Mike Waddell is happy to return and offer his expertise again to the board. Elizabeth to schedule a meeting to discuss bid and obtain specifics of job details in early April. Mike Waddell will be invited to attend. Aaron and Clint will be invited to attend this meeting as well.

The vacancy for an alternate trustee was discussed. David Graham is unable to fill this position and is thanked for his service and dedication to the GPL. Cheryl O'Malley has expressed interest in filling this vacancy. She will be invited to attend our next meeting to be introduced to the trustees and ask any questions she may have. David has offered to help in any way he can with expertise, experience, and input moving forward.

Treasurer's Report:

Copies of financial reports/statements were provided for review. GPL experienced an increase in on-call expenditures due to Assistant Librarian's illness/leave. Despite this, the budget is on track and proceeding on schedule and as planned. An audit was done before town meeting- the auditor was "very pleased" with the accounting.

Director's Report:

GPL Director Elizabeth Thompson reported on the following items:

- The children's room has not been updated and redone as the rest of the library has been. She provides samples of fabric, paint, and carpeting for this project. The children's room will be repainted, carpeted, and newer shelving/bins will be created to ease access to books and materials. The total cost for this remodel will be \$3500.00 based on a quote from ColorWorks. Saving are in place by an offer from a community member to refurbish/repurpose existing shelving into materials necessary.
- A quote was received from Lee T. Corrigan LLC for work on the railing outside along the handicapped walkway. Total cost for this would be \$5450.00. We may be able to apply for grant \$\$ to fund this project.
- GPL sick leave policy for the assistant librarian does not match the Town of Gorham's policy. A review of the town policy as well as the policy of GPL was provided.
- Update on fundraiser: The funds raised by the quilt raffle will be used to write a children's book. Ed Fen Elementary school children will be writing the text of the book, Will O'Brien will be illustrating. The proposals have already been sent to the school and things are proceeding as scheduled.
- Dave Landry will return to work on the STEM (science, technology, engineering and math) program for children this year.
- There will be a program on Sled Dogs: Muddy Paws on Friday March 25th, 2016 at 4pm
- There will be a program on the history of CCC (Civilian Conservation Corp.) on Wednesday March 23rd, 2016 at 7pm
- On April 8th, 2016 there will be a presentation on Trekking Nepal
- On April 14th, 2016 the GPL is co-sponsoring the movie "Chasing Ice" at the Medallion Opera House.

Action Items:

A motion was made to offer a tentative award to Mark Yourison Construction for their bid of \$31,000.00 to complete the repairs needed for GPL, pending final scope of work meeting and clarification, by Gail Wigler. Seconded by Clint Emmett. Motion passed unanimously.

A motion was made to approve an expenditure of \$3500.00 for the remodeling/refurbishment of the children's room for paint, carpeting, and book storage by Aaron Gorban. This was seconded by Gail Wigler. Motion passed unanimously.

A motion was made to approve the drafting of a letter to request funding in the amount of \$22,740.00 from the Murphy Bequest for the RFP construction as well as children's room remodeling by Clint Emmett. Seconded by Gail Wigler. Motion passed unanimously. A letter was drafted by Elizabeth Thompson and signed by Aaron Gorban, Gail Wigler, and Clint Emmett to be submitted by Elizabeth Thompson.

A motion was made to amend the policy of GPL regarding sick leave for the assistant director to mirror that of the Town of Gorham by Aaron Gorban. Seconded by Clint Emmett. Motion passed unanimously.

Next Meeting:

Next meeting will be held on Tuesday April 26th, 2016 at 6:00pm.

A motion to adjourn passed unanimously and the meeting ended at 7:46pm