GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday April 10, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 9:45 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Kathy Meserve, Treasurer; Terry Caswell, Director; Marianne Pelletier, Alternate Trustee; Betty Bufano, Alternate Trustee.
3. **Lynne motioned to enter nonpublic session. Kathy seconded the motion which passed unanimously.** The Trustees entered nonpublic session at 9:46 a.m. under RSA 91-A:3 II (c). The Trustees returned to public session at 9:48 am. Decisions made included deciding if we were looking for additional library volunteers. We concluded we do not have a need for any additional volunteers at this time. **Anne proposed a motion to seal the nonpublic minutes because divulgence of this information would affect adversely the reputation of a person other than a member of this board. Kathy seconded, but the motion was defeated unanimously.**
4. Minutes from the Previous Meeting (March13, 2019) and nonpublic session minutes from January 9, 2019 and March 13:  **Lynne moved to accept the public session minutes from March 13, 2019 as written. Kathy seconded the motion**. **The motion passed unanimously.**

**Lynne motioned to accept the minutes of the nonpublic session held on January 9, 2019. Kathy seconded the motion. The motion passed unanimously.**

**Lynne moved to accept the minutes of the nonpublic session held on March 13, 2019. Kathy seconded the motion. The motion passed unanimously.**

1. Correspondence and Communications: Terry received a request from Mary Jo McCullough at town hall, asking for the names and term limits for the current library Trustees. Kathy received an email from Connie Kirwin of the NHLTA asking if any of the Gale Library Trustees would be interested in getting more involved at the state level of the NHLTA. Both Lynne and Anne did not feel they could do so at this time.
2. Library Director’s Report: **Kathy motioned to accept the Director’s report as written. Lynne seconded the motion. The motion passed unanimously.**
3. Treasurer’s Report: **Anne motioned to accept the Treasurer’s report as written. Lynne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. NHLTA Spring Conference, May 29: After some discussion, Anne, Marianne, Terry and Lynne decided they would like to attend this year. Marianne, as a new Alternate, will apply for a scholarship. Kathy asked that we register and return the form to her before May 1st in order to give her time to send in the checks by the May 10 deadline.
2. Facilities Maintenance:
   1. Sump pump testing has been put off until next year.
   2. Water testing will be done in the same way as it was last year: Terry will collect and submit the samples and the Town will pay the fee. No VOC testing will be done this year.
   3. Terry attended the most recent Joint Loss Management Meeting, and got a commitment from Road Agent Mike Pivero to come to the Library to fix the crumbling cement walkway and bottom step. He will try to get to it in the next 4-6 weeks.
   4. Terry had reported we lost some roof shingles due to high winds recently. She contacted Michael Gosselin to come out and give us an estimate both for repairing the roof and replacing it, should that become necessary. The repair would be paid for by the Town. Mr. Gosselin did come out to look at the roof. Terry is waiting to receive his estimates.
   5. AED packs will expire and need replacing next August.

New Business

1. Alternate Trustee Appointment Letters: Lynne submitted the names of Julie Lamere, Marianne Pelletier and Betty Bufano to the Selectmen. The Selectmen approved the appointments and all three have been sworn in.
2. Personnel Policy Review: Due to time constraints this morning this topic has been tabled until our next meeting or until time permits.
3. Volunteer Policy Review: The Trustees reviewed existing Volunteer Policies that have been adopted by other NH libraries of a similar size, as well as the Employee/Volunteer Policy of the Town of Newton. All agreed more research should be done, and that we may want to keep our existing policy but simplify it. We might also adopt some of the wording of the policies we reviewed this morning. Marianne and Kathy volunteered to work with Terry on researching the policies of other area libraries and bring the results to the May meeting.
4. Social Media Policy Review: We currently have 2 policies, one for the Library staff and one for Gale Library itself. We will probably keep both but simplify them. We agreed to table further discussion on this topic until a future meeting. TBD
5. Computer Upgrades: We currently have 2 desktop computers on Windows 7, and the laptop that Terry uses when she works from home is on Windows 7 as well. Terry would like to upgrade her laptop to Windows 10. If that upgrade goes well she may upgrade the 2 desktops which are currently on Windows 7 to Windows 10. Note: a third desk top computer is already on Windows 10. Terry asked us to authorize her to spend up to $150.00 to purchase the upgrade software for her laptop. **Lynne moved that we allow the expenditure of up to $150.00 for software, and Kathy seconded the motion. Motion passed unanimously.**
6. Saturday, July 6: Our current Calendar of Holiday Closure dates has the Library closed on Friday, July 5th, the day after the Fourth of July holiday, but open on Saturday, July 6. We are normally closed on Thursdays, including July 4th this year, and Sundays. Terry asked the Trustees if we could amend the 2019 Holiday Calendar to add July 6 as an unpaid holiday for 2019. **Lynne moved that we add July 6, 2019 to our Holiday Calendar for 2019 as an unpaid holiday. Anne seconded the motion, which passed unanimously.**
7. Acceptance of Donations: **Lynne motioned that we accept donations from patrons of $3.45 and Books/Glue sticks, as well as a check from Kristy Lacroix for $100.00. Kathy seconded the motion. The motion passed unanimously.**
8. Friends’ News: The Friends will participate again this year in the discount tickets from York’s Wild Kingdom. They are also considering ordering new bags to sell at their Book Sale in June. The ‘Buck-a-Book’ sale the Friends have been running in the Library has done well but will be discontinued until next winter.
9. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
10. Next Trustee Meeting: Wednesday, May 8, 2019 at 10:00 a.m.
11. Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Anne Banks, Secretary