GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday August 14, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Kathy Meserve, Treasurer; Terry Caswell, Director; Betty Bufano, Alternate Trustee.
3. Minutes from the Previous Meeting (June 12, 2019):  **Lynne moved to accept the public session minutes from June 12, 2019 as written. Betty seconded the motion**. **The motion passed unanimously**
4. Correspondence and Communications: The Trustees received a letter of resignation from Julie Lamere, who resigned as an Alternate Trustee effective June 26, 2019. Lynne has informed the Selectmen of this. Terry inquired if we had all received the latest NHLTA newsletter, which we had, including our new Alternate Betty.
5. Library Director’s Report: **Kathy motioned to accept the Director’s report as written. Anne seconded the motion. The motion passed unanimously.**
6. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s reports for both June and July as written. Anne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities Maintenance: Terry reported that we made good progress on some of the larger needs – concrete step repair and porch painting, for instance, but Terry has a list of smaller maintenance projects to be done. She is working with the appropriate person to accomplish each of these. Betty suggested that the entrance to the parking lot from RT 108 is in need of repair. Terry will contact Mike Pivero about those repairs. Terry was also notified that the furnace will be cleaned on September 19.
2. Social Media Policy Committee: Terry will write up a draft for us to review at our next meeting.
3. Staffing: Terry received a letter of resignation from Nicole Belisle-Briggs, who is resigning due to personal reasons. We also need to change Molly Breslin’s job description from Page/Float Grade IV Step 1 to Library Assistant /Float Grade IV Step 1 as she is no longer a high school student. **Kathy moved that we change the status of Molly Breslin from a Page/Float, Grade IV Step 1 to Library Assistant I/Float, Grade IV Step 1, effective August 18, 2019. Her rate will stay at $12.89 per hour. Lynne seconded the motion, which passed unanimously.**
4. Summer Initiative Project Update: Libby Trudeau would like to continue her Middle School Book Club into the fall. We agreed that was acceptable if there was interest.

New Business

1. ILL System Update: Michael York, NH State Librarian, has announced that Auto-Graphics of California has been chosen to be the new InterLibrary Loan software provider. A contract has been signed and NHAIS will be moving forward to assist the NH libraries in using the new system.
2. Alternate Trustee Vacancy: We will be seeking a new Alternate Library Trustee to replace Julie Lamere. Terry will work with her staff to find some possible candidates.
3. Annual Staff Evaluations: Terry will be doing these during the month of September. Terry sent us all a copy of the form used by the town and we feel it can be adapted for use by the Library. Terry also sent us a copy of the Disciplinary Action Form used by the town. We will review both of these at our next meeting to see if we should adapt them for use by the Library.
4. Newton Town Day: To be held on Saturday, September 14, 2019. The Friends group will have a table there again this year and hope to sell book bags and T-shirts.
5. Technology Update: Terry has completed the installation and upgrade to Windows 10 on the 2 new computers. All seem to be working well.
6. Statistical Review: Terry reviewed the usage of WOWbrary and would like to continue the program event though numbers are low. She has heard from other area libraries that it has great potential. We agreed she should continue our membership.
7. Acceptance of Donations: **Lynne motioned to accept from Patrons $3.95 (June) plus $3.60 (July)/Book/Puzzles; from Friends of the Library $1400.00 (Computers); from Plaistow Area Commerce Exchange ($100.00); from C. Szot – Crafting supplies; Summer Reading Program Prizes from Story Land, Ravensburger, O’Neil Cinemas, Lindt Chocolate, Acio’s Pizza, and Empower Martial Arts; and a KBA Grant of $262.50. Kathy seconded the motion, which passed unanimously.**
8. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
9. Next Trustee Meeting: Wednesday, September 11, 2019 at 10:00 a.m.
10. Meeting adjourned at 11:47 a.m.

Respectfully submitted,

Anne Banks, Secretary