GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday October 9, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:05 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve, Treasurer; Marianne Pelletier, Alternate Trustee; Betty Bufano, Alternate Trustee.
3. Minutes from the Previous Meeting (September 11, 2019):  **Lynne moved to accept the minutes from September 11, 2019 with a few additions. Kathy seconded the motion**. **The motion passed unanimously**
4. Correspondence and Communications: The Trustees had all received the most recent issue of the NHLTA newsletter.
5. Library Director’s Report: Terry was absent from the meeting and we did not have her report for September. We will review the Director’s reports for both September and October next month.
6. Treasurer’s Report: **Anne motioned to accept the Treasurer’s report for September as written. Lynne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities Maintenance: Terry met with Lynne to go over some maintenance issues before the Trustees’ meeting. She reported that the tree blocking the spigot has been removed. She also has a quote from Mark Lightizer for $110.00 to perform a list of tasks that should be completed before winter. **Lynne moved we authorize Terry to hire Mark Lightizer to perform several odd jobs which need to be completed before winter, based on his quote of $110.00. Kathy seconded the motion, which passed unanimously.**
2. Library Director’s Annual Evaluation: The Trustees each signed the copy Lynne provided of the Director’s evaluation for this year. It was placed in a sealed envelope and the Trustees will review it with Terry at a later date.
3. Disciplinary Action Form Review: The Trustees reviewed the form which Terry had amended to be more library specific. No further changes were needed.
4. Social Media Policy Review and Signage: The Trustees reviewed the policy as amended at our last meeting. **Kathy moved that we accept the Social Media Policy. Anne seconded the motion, which passed unanimously.** The Trustees signed a copy of the Social Media Policy.
5. ILL System Status: The new ILL system went live on 10/8/2019. Terry and the Library staff who work with the ILL system have all taken the webinar training.

New Business

1. Alternate Trustee Position: The Trustees are still actively seeking another Alternate Trustee.
2. Fine Free Month in November: **Lynne moved that the Trustees designate November as a ‘fine free’ month. Kathy seconded the motion, which passed unanimously.**
3. Newton – Legal question re appropriations: The Trustees discussed an issue raised by Town Hall concerning our appropriations. No further action was taken.
4. Technology Review: Terry had suggested that she look in to replacing two computers which are currently on Windows7. Windows7 will no longer be supported in a few months. **Lynne moved that the Trustees authorize Terry to purchase two new computers and software within the next few months. Kathy seconded the motion, which passed unanimously.**
5. Preliminary Budget Review: The Trustees began preliminary work on the Library’s 2020 budget.
6. Friends’ News: Terry will update the Trustees on Friends’ news at the next meeting.
7. Acceptance of Donations, Patrons $3.60/Books: **Lynne motioned to accept from Patrons $3.60 / Books. Anne 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, November 13, 2019 at 10:00 a.m.
10. Meeting adjourned at 11:46 a.m.

Respectfully submitted,

Anne Banks, Secretary