GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday, January 8, 2020**

**LOCATION: Gale Library, 16 S Main Street**

**MEETING MINUTES**

1. Call to Order: 10:02 a.m.
2. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Terry Caswell, Director; Marianne Pelletier, Alternate Trustee/Acting Trustee.
3. Minutes from the Previous Meetings (December 11, 2019 public meeting and January 4, 2020 nonpublic session):  **Kathy moved to accept the minutes from the December 11, 2019 public meeting; Lynne seconded the motion**. **The motion passed unanimously. Kathy moved to accept the minutes from the nonpublic session on January 4, 2020; Lynne seconded the motion which passed unanimously. Kathy moved to seal the minutes from the nonpublic session of January 4, 2020 because not doing so would adversely affect the reputation of a person other than a member of this board; Lynne seconded the motion which passed unanimously.**
4. Correspondence and Communications: There was no correspondence or communications.
5. Library Director’s Report: For the Library Director’s December report: **Marianne moved that we accept the Director’s report as written**. **Kathy seconded the motion, which passed unanimously.**
6. Treasurer’s Report: Kathy reported we are in good shape, having spent 100% of our April, 2019 appropriation check. We have received a check for the amount of $1200.60 from the town bookkeeper, which is the remainder of the FY 2019 payroll fund. **Marianne motioned to accept the Treasurer’s report as written. Lynne seconded the motion. The motion passed unanimously. Kathy motioned that we encumber $1200.60 to pay upcoming bills from Baker and Taylor, Amazon and Staples. Lynne seconded the motion which passed unanimously.**

Unfinished Business

1. Facilities Maintenance: Terry reported that she called Mike Pivero again regarding the hole at the end of the driveway. He said it was too late to do it this winter and he will do it in the spring. He also said that he can’t put rocks/gravel in the hole temporarily due to the plows. Terry has also contacted the cleaning person to remind her that her certificate of insurance expires tomorrow and must be renewed.
2. 2019 Annual Town Reports**: Terry has completed her narrative and statistical reports and submitted them to the town. Kathy is working on a few changes to the Treasurer’s reports and will submit them as soon as possible.**
3. Salary Appropriation Funds/ Expenditures: Kathy and Lynne met with Lisa Gonyer, Chairman of the Board of Selectmen on January 4, 2020. Lisa suggested that we change our way of accounting for the January check from the town refunding excess payroll funds so that we identify all appropriated funds with the fiscal year in which they are appropriated. Therefore, we voted to encumber the recent check that we just received from the town (see above under Treasurer’s Report). Going forward in 2020, we will get the final payroll figure in late December so that we can encumber any excess payroll funds if necessary.

New Business

1. 2020 Budget Review: We haven’t received any feedback from the Board of Selectmen regarding our budget proposal for FY 2020.
2. Public Hearing for 2020 Budget: The date for this meeting is January 20, 2020. One or more of us may attend.
3. Annual Records Retention: We discussed performing our annual records retention of the meeting minutes and treasurer reports. Anne and Kathy will take care of this.
4. NHLA Memberships: Terry and Sue Mears will continue as members. The bill was submitted to Kathy.
5. NHLTA Conference – May 12, 2020: All were reminded to save the date in the event some or all of us decide to attend.
6. NHLTA Webinars: Terry received some information on a 3 part series of webinars covering the main elements of Trustee Orientation. She will send this out to all of us.
7. NH State Library/ALA Publishing 5 part webinar series: Terry has signed up for this free series of Management Training webinars aimed at small and rural libraries.
8. WOW Conference – March 27, 2020: Terry has decided not to attend this year as she feels she will get more out of completing the webinar series on Management Training mentioned above.
9. Friends News: The Friends will be holding bake sales at the primary election in February and also at the Town elections in March. They will also have bake sales in September and November. Lynne will have notices requesting donations of baked goods sent to all residents of the Sargent Woods community.
10. Acceptance of Donations – Patrons $12.60/Books: Lynne moved that we accept donations from patrons of $12.60/ Books. Kathy seconded the motion and it passed unanimously.
11. Monthly Invoices Review and Initialing: Review and initialing of invoices was done at this meeting.
12. Next Trustee Meeting: Wednesday, February 12, 2020 at 10:00 a.m.
13. Meeting adjourned at 11:32 a.m.

Respectfully submitted,

Lynne O. Camp, Chairperson/Acting Secretary