GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday November 14, 2018**

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, Terry Caswell, Director; Jeanne Maggio, Alternate.
3. Minutes from the Previous Meeting (October 10, 2018): **Lynne motioned to accept the minutes of the public session, Kathy seconded. The motion passed unanimously.**
4. Correspondence and Communications: Terry shared an article from the Boston Globe published on October 28, 2018. The article talked about how many other items could be found in today’s libraries besides books, such as telescopes, musical instruments, and new technology gadgets. Terry also had a note from the Friends of the Library thanking her for the Tea Party Terry she arranged for them last month.
5. Library Director’s Report: **Anne motioned to accept the Director’s report as written. Kathy seconded the motion. The motion passed unanimously.**
6. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Library Director’s Annual Evaluation: The Trustees presented Terry with her evaluation. She will review it so we can discuss it with her at our next meeting.
2. Facilities maintenance:
	1. Terry has been looking into options for help with maintenance, such as Servpro, in case we have a need.
	2. The phones have been out again on an intermittent basis. The town is aware of this. Other departments are experiencing problems as well.
	3. The basement door has been sticking and can be opened but with difficulty.
	4. Newton Glass and Garage Door came out and fixed at no charge our window that was off track.

New Business

1. 2019 Budget Hearing Review:Kathy did a great job presenting our 2019 Preliminary Budget. The town has tentatively accepted our preliminary budget as presented.
2. .2019 Holiday and Trustee Meeting Schedule: Holidays were set on the calendar. July 4th falls on Thursday in 2019; we will be closed on the Friday after as well since we are normally closed on Thursdays anyway. We will close early (4:00) on the day before Thanksgiving in 2019. We confirmed we will close early on the day before Thanksgiving this year, 2018, as well. **Kathy moved that we accept the 2019 Holidays as discussed. Anne seconded the motion. The motion passed unanimously. Lynne moved that we accept the 2019 Schedule of Trustee Meetings as discussed. Kathy seconded the motion, which pass unanimously.**
3. Annual Report Review: Terry has completed the narrative portion of her report. She will begin the statistical portion once the year is complete.
4. Acceptance of Donations: **Lynne motioned that we accept donations from patrons – 2.05/ Books. Kathy seconded the motion. The motion passed unanimously.**
5. Friends’ News: The bake sale which the Friends held at the November 6 election was very successful. The baskets for the Basket Raffle are starting to be put in place. The Raffle will begin on November 14 and end December 14. The Trick or Treat event at the Library was very well attended. The Friends will meet next on December 11. They will not meet again until March.
6. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
7. Next Trustee Meeting: Wednesday, December 12, 2018 at 10:00 am.
8. Meeting adjourned at 11:52 am.

Respectfully submitted,

Anne Banks, Secretary