**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday February 14, 2018**

**TIME: 10:00 a.m.**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:05 a.m.
2. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Terry Caswell, Director; Jeanne Maggio, Alternate.
3. Minutes from the Previous Meeting (January 10, 2018): **Kathy moved to accept the minutes, Lynne seconded the motion which passed unanimously.**
4. Correspondence and Communications: Terry noted the arrival of the Bookpage publication..
5. Library Director’s Report**: Lynne moved to accept the Director’s report as written. Kathy seconded the motion which passed unanimously.**
6. Treasurer’s Report: **Lynne** **moved to accept the Treasurer’s report as written. Jeanne seconded the motion which passed unanimously.**

Unfinished Business:

1. Sealed Minutes Review: The trustees will provide copies of all unsealed minutes to Town Hall once we have them all assembled and signed. **After reviewing the minutes of the May 11, 2011 nonpublic session, Lynne moved that they remain sealed. Kathy seconded the motion which passed unanimously.**
2. Staffing Update: Terry informed the trustees that all permanent library employees are now members of NHLA. Terry continues to explore options for more substitute library aides.
3. Facilities Maintenance Update: Terry will create a checklist of items to be included as part of weekly cleaning and is considering ways to improve consistency and efficiency in library upkeep.

New Business:

1. Town Audit: The Town Administrator has sent us the list of items that the auditor is requesting. Additionally, this year the auditor would like these items scanned onto a USB drive. Terry will order the USB and Kathy will gather items to be scanned.
2. ILL System Update: We discussed a letter from NH State Librarian Michael York regarding the problems and progress of replacing the current ILL (Interlibrary Loan) system software, which has failed. At this time, it is unclear when the replacement will be operable.
3. NHLA Library Advocacy Workshop: The trustees are unable to attend this workshop, but Terry can, and will gather materials to share with the trustees
4. Harassment Training Workshop: A Harassment Training Workshop will be held on Wednesday, February 28, 2018 from 6 pm to 8 pm. Town employees and elected officials are being asked to attend. A webinar on this subject will be held at a later date for those who cannot attend in person. All library staff will participate in the webinar when available.
5. 2018 Mileage Rate**: Lynne moved that the trustees accept the town’s new travel mileage rate of $0.545 per mile. Jeanne seconded the motion which passed unanimously.**
6. Acceptance of Donations**: Lynne moved that the trustees accept a donation of $1.40, assorted books, and 2 Wii chargers from patrons. Jeanne seconded the motion which passed unanimously. Lynne motioned that the trustees accept a donation of $1,205.00 from the Friends of the Gale Library for the purpose of purchasing and installing ceiling fans in the library as soon as possible. Jeanne seconded the motion which passed unanimously.**
7. Friends’ News: The Friends did not hold a meeting this month, due to their winter hiatus. Their next meeting will be held on Tuesday, March 6, 2018. The Friends are planning an Election Day Bake Sale on Tuesday, March 13, 2018. A contribution of baked goods would be appreciated.
8. Monthly Invoices Review and Signage: Invoices were reviewed and signed at this meeting.
9. Next Trustee Meeting: Wednesday, March 14, 2018, 10:00 a.m.
10. Adjournment: 11:45 a.m.

Respectfully Submitted,

Kathy Meserve, Acting Secretary