

# GALE LIBRARY



**Established 1892**  
**16 South Main Street**  
**Newton New Hampshire 03858**  
**(603) 382-4691**

**DATE: Wednesday February 8, 2017**

**TIME: 10:00am**

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

## **MEETING MINUTES**

- I. Call to Order: 10:28 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Julie Lamere, Alternate/Acting Secretary; Terry Caswell, Director; Jeanne Maggio, Alternate.
- III. Minutes from the Previous Meeting (January 11, 2017): Lynne Camp motioned to amend the minutes. Kathy seconded the amendment. The motion passed unanimously. **Kathy motioned to accept the minutes as amended. Lynne seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications: Lynne shared an article from the January 29, 2017 Boston Globe titled "New Life at the Library" by Yvonne Abraham. Terry distributed the February copy of "Book Pages".
- V. Library Director's Report: **Lynne motioned to accept the Director's report as written. Kathy seconded the motion. The motion passed unanimously.**
- VI. Treasurer's Report: It was pointed out that the library should have enough money in the accounts to carry through to April. **Julie motioned to accept the Treasurer's report as written. Lynne seconded the motion. The motion passed unanimously.**

## Unfinished Business

- VII. Building Maintenance updates: Ed's Carpeting will be coming out to look at the carpet tiles that they installed last spring as many of them are fraying unacceptably at the

seams. Terry has been trying to get in touch with KC's Carpet for them to come out and give an estimate for new carpet on the first floor. A few configurations of bound carpet pieces were discussed including possibly changing to one larger piece in the main area rather than three smaller separate pieces. Terry may also call Rugs, Rolls & More for an additional estimate. Big Heart Books came by and took 21 boxes of books out of the shed. The flag tore and Terry purchased a new one. The tree branches near the flag need to be trimmed when the weather gets better to keep the flag from catching and tearing in the future. David Noonan of Wrought Iron in Manchester sent Terry pictures of the railing he installed at the Kensington Town Hall. Terry will email a copy of the .jpg to each of us. The sump pump was inspected last week. It passed inspection, but an estimate was received from Northeast Basement Systems of \$995 for a secondary sump pump with a battery pack attached that would become engaged should the library experience a power failure.

- VIII. Electronic Records update: Treasurers' Reports and Meeting Minutes for 2016 were downloaded onto a flash drive by Kathy & Anne, respectively, and returned to Terry for archiving.

#### New Business

- IX. 2017 Mileage Reimbursement Rate: It was decreased from \$0.54 to \$0.535 per mile. **Kathy motioned that we change our mileage reimbursement rate to correspond with the Town's rate change. Lynne seconded. The motion passed unanimously.**
- X. Door Lock Review: The back door lock continues to be an issue. The original quote from Vince at Alpha Locksmith was for \$733 to 'fix' the lock issue but he suggested that our money would be best spent on a complete door replacement. We reviewed bids for solutions received from two contractors earlier this year, but some specifics are still not clear – for example it isn't clear based on wording on the bid for a new door, if a new lock or the old lock would be used. We need clarification on issues still in question, and what each bid covers specifically. This will be tabled until April.
- XI. 2017 Winning Opportunities for Women Conference: For \$89, Terry will attend the conference on 4/14/2017 at Blue Ocean in Salisbury.
- XII. 2016 Year-End Audit: The audit went well.
- XIII. Public Hearing & Deliberative Session: Kathy attended the 2017 Budget Public Hearing to observe the discussions. Lynne & Julie attended the Deliberative Session. Both meetings were interesting and informative.

- XIV. Acceptance of Donations: Patrons-\$3.40, four (4) Cake Pans and assorted Books; Barrington Public Library – Snowman Stationery; Lauri Gaudet – Christmas Cards: **Lynne moved that we accept \$3.40, four (4) Cake Pans and assorted Books from patrons; the Snowman Stationery from Barrington Public Library; and the Christmas Cards from Lauri Gaudet. Kathy seconded the motion, which passed unanimously.**
- XV. Friends' News: The Friends will have a Bake Sale at the elections in March. They have asked if any of the Trustees could help out that day, and several of us volunteered to do so. Terry will get a schedule from the Friends as to what time they need volunteers to show up.
- XVI. Monthly Invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
- XVII. Next Trustee Meeting: Wednesday, March 8, 2017 at 10:00 am.
- XVIII. Meeting adjourned at 11:50 a.m.

*Respectfully submitted,*

*Julie Lamere*