

GALE LIBRARY



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

DATE: Wednesday, April 12, 2017
TIME: 9:30 a.m.
LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- I. Call to Order: 9:32 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director; Jeanne Maggio, Alternate, Julie LaMere, Alternate (arrived 10:25).
- III. Minutes from the Previous Meeting (March 8, 2017): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications: ListServe posted on April 10 the NHLTA concerns about cuts to the Federal and NH State funding for libraries. They are requesting that we advocate for public libraries with our state officials. For us that is Carol Shea-Porter. On March 20 an email was sent from Michael York, the State Librarian and Acting Commissioner of Cultural Resources. There is concern about President Trump's Budget Initiatives, and York was requesting that we let our congressional delegation know why it is important for them to restore federal funding for libraries. On another topic, former selectman Charlie Melvin brought to the Library an historical document which was the original Articles of Agreement from the State of New Hampshire, establishing the Newton Historical Society. This document named the Gale Library as the entity to which any assets of the Historical Society shall pass should the Society at some time be dissolved. In other communications, Anne mentioned the latest NHLTA newsletter, a copy of which all present received. In particular, there was an article in it which listed the circulating DVDs which are made available to Trustees on various topics of interest. Anne will get more information and make a suggestion regarding these DVDs at our next meeting.

- V. Library Director's Report: A few minor cosmetic changes were made to the Director's report. **Anne motioned to accept the Director's report with these changes. Kathy seconded the motion. The motion carried unanimously.**
- VI. Treasurer's Report: **Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.**

Unfinished Business

- VII. Community Posting Board Policy Review and Signage: The Board reviewed the policy as amended at our last meeting. The policy was signed.
- VIII. Cell Phone Restrictions Policy Review and Signage: The Board reviewed the policy as amended at our last meeting. The policy was signed.
- IX. NHLTA Spring Conference Registrations: The Trustees reviewed the session titles being offered this year. Those attending filled out a registration form with their session selections and gave them to Kathy to send in with a check. Terry and Jeanne are undecided but will let Kathy know as soon as possible if they wish to attend. The deadline to register is May 8th.

New Business

- X. Board of Trustees Election of Officers: All Trustees agreed to stay on in their current positions. **Lynne motioned to elect Kathy to the position of Treasurer. Anne seconded the motion. Motion passed unanimously. Kathy motioned to elect Lynne to the position of Chairperson. Anne seconded the motion. Motion passed unanimously. Lynne motioned to elect Anne to the position of Secretary. Kathy seconded the motion. Motion passed unanimously.**
- XI. Board of Trustees Statement for Town Website: Lynne had written up and sent to all of us a draft of the Statement, which was meant to explain the duties of the Gale Library Board of Trustees to folks using the link from the Town of Newton website. We discussed and approved the statement as written. **Kathy moved that we accept the draft statement prepared by Lynne as our Statement for the Town website. Anne seconded the motion, which passed unanimously.** Terry will work with Diane Morin as to whether Diane or Terry should post the document to the website.
- XII. AED Units: Larry Foote has obtained a grant to help pay for the Town to purchase all new AED units so all departments have the same AED equipment. There will still be some money that each department needs to pay, and the

matter of training to discuss. The Joint Loss Management Committee will take up the details at their next meeting.

- XIII. Saturday, July 1st : Terry noted that the holiday calendar we approved for 2017 has the Library listed as open on July 1st. The Library will be closed July 2nd, 3rd, and 4th for the Fourth of July holiday. In other years when this occurred the Library has also been closed on that Saturday. Terry requested that we close the Library on Saturday, July 1st this year as well, making it an unpaid holiday for staff. After some discussion we agreed. **Kathy moved that we make July 1st an unpaid holiday this year and close the Library on that date. Lynne seconded that motion, which passed unanimously.**
- XIV. Secretary's Job Description: This topic was tabled until next month.
- XV. Acceptance of Donations: Friends of Gale Library - \$1775.00 (Back Door Replacement); Patrons - \$13.10/CDs/DVDs/Books/Cake Pan; Sea Shell Collection – N. Huddleston; Office Supplies – S. Woodman: **Lynne moved that we accept a donation from the Friends of Gale Library of \$1775.00; from Patrons we accept \$13.10, CDs, DVDs, Books and a Cake Pan; From N. Huddleston a Sea Shell Collection; and from S. Woodman some office supplies. Kathy seconded the motion. Motion passed unanimously.**
- XVI. Friends News: The Friends did not meet as planned on April 11 this month due to illness. We discussed what a positive difference the new door, funded by the Friends, has made, and that the door still needs to be painted. We will select a color at our next meeting.
- XVII. Monthly Invoices Review and Initialing: Review and initialing of invoices was done at this meeting.
- XVIII. Next Trustee Meeting: Wednesday, May 10, 2017
- XIX. Adjournment 11:25 a.m.

Respectfully submitted,

Anne D. Banks, Secretary