**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday, August 9, 2017**

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

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director; Jeanne Maggio, Alternate.
3. Minutes from the Previous Meeting (June 14, 2917) Public and Non-Public: **Kathy moved to accept the minutes of the public session, Lynne seconded the motion which passed unanimously. Lynne moved to accept the minutes of the Non-public session, Kathy seconded the motion which passed unanimously.**
4. Correspondence and Communications: Terry has placed a copy of the ‘Duties of the Secretary’ document in the Trustees’ basket. She will send us all an electronic copy for our review. She also asked if we had all received our copy of the NHLTA Newsletter for the month.
5. Library Director’s Report: Terry’s report covered both June and July. **Anne moved to accept the Director’s report as written. Lynne seconded the motion. Motion passed unanimously.**
6. Treasurer’s Report: Kathy reviewed her report for June and her report for July with the Trustees. **Lynne moved to accept the Treasurer’s report as written. Anne seconded the motion, which passed unanimously.**

Unfinished Business:

1. Historical Document Update: Kathy reported that the Historical Society did amend their bylaws at their last meeting to reflect Gale Library as the recipient of their assets should the Historical Society dissolve at some future date.
2. Carpeting Project Review: The carpeting project has been completed to the satisfaction of all. We are very appreciative of the Friends for providing for this project!
3. Guidelines for Non-public Meetings: This item was tabled until our next meeting. We will all review the document and be prepared to discuss it then.
4. Circulating Trustee DVD’s: This topic was dropped from the agenda at this time.

New Business:

1. Evacuation Plan Update: Terry reported that the Library Evacuation Plan was updated at the last Joint Safety Committee meeting. The original plan called for everyone to gather in the rear parking lot if evacuation of the Library building was necessary. The new plan calls for everyone to gather across the street (Main Street).
2. Portrait Painting: Terry reported that a local artist had offered to paint a portrait of an appropriate subject, to be hung in the Gale Library. After some discussion, all agreed that the Library building itself would be most appropriate. Terry will make this suggestion and report back as to how the suggestion was received by the artist.
3. Building Maintenance: The installation of the railing for the stairs to the attic has been completed. Several other small projects were discussed.
4. Training Videos for new AEDs: Terry reported that the training DVD that came with the new AED unit as further training for those attending AED refresher classes seems to work well. She will use it periodically as staff requests.
5. Binding of Town Reports: Terry has found that the cost of binding the town reports has increased dramatically since the last time she had some reports bound. She will try other vendors, but will most likely place the town reports in a sturdy folder to protect them from showing wear and tear in the meantime.
6. Acceptance of Donations: Patrons during June -$6.60/ Books; Patrons during July $7.60/Books; Lindt Chocolate in July, donation of Chocolate, $100.00 from Kristie LaCroix in June, and donation from the Friends of $100.00in June: **Lynne moved we accept from patrons-$6.60/Books for June, $7.60/Books for July, Donation from Lindt Chocolate of Chocolate, $100.00 from Kristie LaCroix, and $100.00 from the Friends; Kathy seconded the motion. The motion passed unanimously.**
7. Friends’ News: Terry will plan something to honor the Friends during Library Friends Appreciation week in October. The Friends next meeting will be September 12.
8. Monthly Invoices Review and Signage: Invoices were reviewed and signed at this meeting.
9. Next Trustee Meeting: Wednesday, September 13, 2017, 10:00 a.m.
10. Adjournment: 11:20 a.m.

Respectfully Submitted,

 Anne D. Banks, Secretary