



# Town of Newton, NH

Newton Town Hall: P.O. Box 378, Town Hall Road, Newton, NH 03858

Town Hall Hours: Monday - Wednesday, 8am - 4pm; Thursday 12pm - 8pm

## December 14, 2016 Trustees of the Gale Library Minutes

### GALE LIBRARY



**DATE: Wednesday December 14, 2016**

**TIME: 10:00am**

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

### MEETING MINUTES

- Call to Order: 10:30 a.m.
- In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, secretary; Terry Caswell, Director; Julie Lamere, Alternate, Jean Maggio, Alternate.
- Minutes from the Previous Meeting (November 9, 2016): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The motion passed unanimously.**
- Correspondence and Communications: We reviewed the Gale Library Report for 2016 which Terry had written, and which will be sent to Town Hall to be part of the Town Report for 2016. Terry will send each of us an electronic copy of the report.
- Library Director's Report: **Lynne motioned to accept the Director's report as written. Anne seconded the motion. The motion carried unanimously.**
- Treasurer's Report: We have spent 93% of our 2016 budget appropriation. **Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.**

### Unfinished Business

- 2017 Holiday and Trustee Meeting Schedules: **We reviewed the 2017 Holiday Schedule as prepared by Terry. Lynne moved to accept the Holiday Schedule as written. Kathy seconded the motion. The motion passed unanimously. We reviewed the 2017 Trustee Meeting Schedule as prepared by Lynne. Anne moved to accept the Trustee Meeting Schedule as written. Kathy seconded the motion. The motion passed unanimously.**
- Library Mission Statement Review: We discussed whether Gale Library needed a Vision Statement at this time. All agreed there was no need for one. We then reviewed the current Gale Library Mission Statement. Revisions were made to include a mention of the Library's role in connecting people and ideas in a safe and welcoming environment. Terry will transcribe these changes into the existing document and we plan to accept and sign the new Mission Statement at our next meeting.

### New Business

- Gale Library Year-End Town Report: We formally reviewed the Report once again. **Lynne moved to accept the Report for submission to Town Hall. Kathy seconded the motion. Motion passed unanimously.**
- Encumbered Funds: Kathy suggested encumbering \$300 of our appropriation money at this time. This will be used to cover bills which we expect to receive before the end of the year but have not already received, such as utility bills. **Lynne moved to encumber \$300 in funds for anticipated expenses. Anne seconded the motion. The motion passed unanimously.**
- Record Retention: Terry reported we have accumulated records such as invoices for paid bills that go back many years. She would like some guidance as to how long such records must be kept. Kathy agreed to research the question as discussed in the RSA concerning disposition of Municipal records and the Right to Know laws.
- Acceptance of Donations: Patrons-\$5.30/Books/Magazines; Pat DeSando -3 Outdoor Seasonal Flags; New Hampshire State Library – Summer Reading Program Prize Box: **Lynne moved to accept the donation of \$5.30/Books/Magazines from Patrons; 3 Outdoor Seasonal Flags from Pat DeSando; and a Summer Reading Program Prize Box from the New Hampshire State Library. Kathy seconded the motion, which passed unanimously.**
- Friends' News: The Friends have worked hard creating Holiday Gift Baskets which will be raffled off on Friday, December 16. They hope to have some estimates for new carpeting for the first floor of the Library by the time of their next meeting. They will be taking a hiatus until their next Bake Sale in March 2017.
- Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
- Next Trustee Meeting: Wednesday, January 11, 2017 at 10:00 am.
- Meeting adjourned at 11:55 a.m.

*Respectfully submitted,*

*Anne D. Banks*

