



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

January 13, 2016 Trustees of the Gale Library Minutes

GALE LIBRARY TRUSTEES MEETING

DATE: Wednesday, January 13, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- Call to Order: 10:05 A.M.
- In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Julie Lamere, Alternate/Acting Secretary; Terry Caswell, Director. Jane Hamel attended as a guest.
- Minutes from the Trustees' Meeting held on 12/09/2015: **Lynne motioned to accept the minutes as written. Kathy seconded. Minutes accepted unanimously.**
- Correspondence and Communications: Terry received a card from the Food Bank which acknowledged the donation made in her name & said they were able to provide 120 meals with the donated funds. NHLT Bulletin was received. Kathy mentioned she saw on ListServe that there are 3 bills that may impact libraries.
- Library Director's Report: Atkinson Electric is showing up Monday, January 18. Terry will be sure they have an up-to-date Certificate of Liability as the other expired December, 2015. Terry got approval from Nancy to have the emergency lighting issue looked at. **Kathy motioned to accept the Director's report as written. Lynne seconded the motion. The motion carried unanimously.**
- Treasurer's report: **Lynne motioned to accept the Treasurer's report as written. Julie seconded the motion, which passed unanimously.**
- Unfinished Business:
- Board of Trustees' Bylaws: It was discussed that we may include the Gale Library's Mission/Purpose when we revise the bylaws. We will review possible categories to be included in the bylaws at the February meeting. Terry will email a link for Laconia's library bylaws as we all thought they were concise with good categories. This topic will be continued at the next meeting when all are present.
- Open Alternate Trustee Positions – Lynne stated that Jeanne Maggio is definitely interested and will attend the February meeting. We were pleased to have Jane Hamel at our meeting

- as a guest. Jane indicated she has a lot going on right now but will consider the position of alternate more seriously around June when she is more clear about 'what's on her plate'.
- Parental Permission for Criminal Background Check forms for new employees: Terry brought the form which we approved and signed.
 - New Business:
 - Blood Pressure Clinics: Library is offering 2 free blood pressure clinic sessions which will be run by Nancy Parker on the evening of Monday, 1/25 and the afternoon of Wednesday, 1/27.
 - Energy Audit Review: Terry will look into having Tony seal the windows as suggested in Recommendation 1, as the payback is quick and would provide additional savings over time. Additionally, Recommendation 3, to air seal & insulate the ductwork, is another possibility if funding of \$300 is available, as the savings of \$92/year would cover the cost of the job in approx. 3 years. Furnace rebates could also be helpful as recommendation 2 suggests, however it is unclear how quickly Unitil rebates would come in.
 - DES Water Testing Update: They came 12/22/2015. All results will go to Town Hall and then will be forwarded to Terry. We should have VOC & Standard results by our February meeting.
 - Closing Policy Review: We discussed the current Closing Policy and made some edits/changes. Terry will update the policy and bring it to the next meeting for our approval.
 - Acceptance of Donations: Patron - \$2.65; Books – Public; Paper goods, toys, and refreshments – Dad's Fads. **Lynne motioned to accept the donations, including Dad's Fads. Kathy seconded. Minutes accepted unanimously.**
 - Friends' News: The Basket Raffle brought in over \$1,300! We discussed helping the Friend's "Man" the February Bake Sale. Julie, Kathy, & Lynne each stated they'd be willing to help should it be necessary. Terry will confirm with the Friend's if a February Bake Sale is the best use of time and energy with another Bake Sale in March.
 - Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
 - Next Trustee Meeting: Wednesday, February 10, 2016 at 10:00 am.
 - Meeting adjourned at 11:45 am.

Respectfully submitted,

Julie Ann Lamere
Alternate/Acting Secretary