



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

June 8, 2016 Trustees of the Gale Library Minutes

GALE LIBRARY



DATE: Wednesday June 8, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- Call to Order: 10:03 A.M.
- In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, secretary; Jeanne Maggio, alternate; Terry Caswell, Director; Julie Lamere, alternate.
- Minutes from the Previous Meeting (May 11, 2016): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.**
- Correspondence and Communications: Terry printed copies of the history of the Gale Library for the new alternates. This information was taken from the booklet printed by the Newton Historical Society on the occasion of the town's 250th Bicentennial.
- Library Director's Report: Lynne asked about the 2016 Inventory report that Terry was asked to provide to the town for insurance purposes. Terry will send all of the Trustees an electronic copy of the report before next month. **Kathy motioned to accept the Director's report as written. Anne seconded the motion. The motion carried unanimously.**
- Treasurer's report: Kathy pointed out a few line items and reiterated that we have spent 42.9% of our budget for the year, which is right on track for mid-June. We all congratulated Terry on her good budget management.

Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.

- Unfinished Business:

- Board of Trustees' Bylaws – Article V: At Lynne's suggestion we tabled discussion of this article until our next meeting, as this month's agenda is quite lengthy. We will also review changes proposed by Kathy regarding the Treasurer's position in Article III.
- Carpeting Project Update: Terry reported the work was started on June 1, 2016. When Terry came in to the library on Friday, June 3, the carpeting in the E and J rooms had been completed. With the help of a library volunteer, and staff the rooms were ready for Story Hour this week, Tuesday, June 7. The goal of project completion before the start of the Summer Reading Programs (SRP) has been met. All agreed we want to do something special to thank our wonderful Friends' group for this generous gift.
- Circulation Policy Review: Terry had sent us a copy of the policy as revised with the correct 'revised on' date.

Kathy moved we accept the revised policy as written. Anne seconded the motion, which passed unanimously.

- Library Entrance Door(s)/Locks: When Terry checked with town hall to see if they would approve this expenditure, she was told that money in the Government Building Fund has been earmarked this year for repairs to the Fire Station. Thus there is no money to pay for new locks for the library at this time. Terry will mention our need at the next Safety Committee meeting to see if there is any other way we could address this concern. We also agreed to address the door/lock problems in writing to the Board of Selectmen as well.
- New Business
- Public Hearing June 10th for Carpeting Donation: We discussed the special Public Hearing to be held on June 10th, to assure there are no objections from the public regarding the donation accepted from the Friends' group recently in an amount exceeding \$5,000. Lynne mentioned Mary Winglass at Town Hall was most helpful in crafting the notice. The public notice was in the Carriage Town News last week as required. Terry has saved the full page in which it appeared as recommended by Town Hall since the Auditors will want to see it. We will need to record minutes of this meeting.
- NHLTA Conference Review: Each of the participants shared insights or points of interest they received from sessions held at the Conference. Of particular interest were the 'New Trustee' tracks that Julie attended, the track concerning Sunapee's experience of building their new library, Community Based Strategic Planning, and Forming a Library Foundation. Lynne reminded us that most of the information will be posted on the NHLTA website, so we will keep checking to see if that does happen. All agreed this year's conference was particularly worthwhile.
- KBA Grant - \$320.00: Terry has received a check from 'Kids, Books, and Arts' in response to a request submitted to them by Sue Mears. As noted in her director's report, Terry will apply the funds towards the performance fee of Malik Haddadi, otherwise known as 'Malik the Magic Guy'. The library will present this performance at town hall on June 27th. **Kathy moved to accept the KBA Grant in the amount of \$320.00. Anne seconded the motion, which passed unanimously.**

- GWFC Proposal for Landscaping: The Greater Federation of Women's Clubs in Exeter has come forward with a proposal for adding ground cover, annuals, and ongoing plantings around the library sign in front of the library and elsewhere on the property. We all expressed appreciation for their willingness to beautify our library. **Anne moved to accept the donation from the GWFC of said planting enhancements to the library grounds. Lynne seconded the motion, which passed unanimously.**
- Library Chair: Rick Fortin would like to donate a chair in memory of Lisa Fortin, his late wife. Lisa Fortin was a staff member of the library for many years. Terry will work with Rick on what sort of chair he will donate and where in the library it might be placed.
- July Meeting: We have a regularly scheduled meeting on July 13th. We have cancelled our July meeting some years, but this year we will keep it on the schedule due to ongoing projects and concerns.
- Annual Investment Policy Review: As required by law each year by the NH Department of Justice (DOJ), the Trustees reviewed the Investment Policy we currently have on file with the DOJ. **Anne voted we accept the policy as written. Lynne seconded the motion. Motion passed unanimously.** Terry will send an electronic copy of the Policy to Audrey Blodgett at the DOJ.
- TD Bank Fundraising Program: This topic was tabled until next month.
- Acceptance of Donations : Patrons - \$7.00; Drawer Overage - \$30.00; New England Picture – Giannatsis Family; Class Action Settlement Check - \$56.30; Books/Magazines; Water Country/Storyland/Leo's Superbowl/Tina G.'s Subs coupons from the respective businesses for Summer Reading Program prizes **Lynne moved to accept donations of \$7.00 from patrons, \$30.00 drawer overage, a New England Picture from the Giannatsis family, a class action settlement check of \$56.30, books and magazines from patrons, and Water Country/Storyland/Leo's Superbowl/Tina G.'s Subs coupons from the respective businesses for Summer Reading Program prizes. Kathy seconded the motion. The motion to accept donations passed unanimously.**
- Friends' News: The Friends are planning a book sale at Estabrook's garage on Saturday, June 11th from 8 AM – 1 PM. Terry offered help from the Trustees in setting up, but they feel they are all set at this time. They will also be selling new book bags with Carol Szot's Gale Library drawing reproduced on the front. The cost of the bags is \$15 and the purchase entitles the buyer to fill the bag with books at the book sale.
- Monthly invoice Review and Initialing: Review and initialing was done at this meeting.
- Next Trustee Meeting: The next meeting will be on Wednesday, July 13, 2016 at 10:00 am.
- Meeting adjourned at 12:00 pm.

Respectfully submitted,

*Anne D. Banks
Secretary*