



# 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

## May 11, 2016 Trustees of the Gale Library Minutes

### GALE LIBRARY



**DATE: Wednesday May 11, 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, Treasure; Anne Banks, secretary; Jean Maggio, alternate; Terry Caswell, Director. Note: Kathy left the meeting at 11:00 due to a prior commitment.
- Minutes from the Previous Meeting (April 13, 2016): **Lynne motioned to accept the minutes as written. Anne seconded the motion. The minutes were accepted unanimously.**
- Correspondence and Communications: Terry passed around a thank you note from Kathy Meserve. She also had received the bill for our annual NHLTA memberships. We received a letter from Frank Guinta in recognition of National Library Week. Nancy Wrigley sent Terry a notice that Unitel will start doing tree work and other trimming around power lines to limit storm damage next winter. The work will start in September. Also, Terry has received a notice that Follett has merged with Baker & Taylor. Since we already use both of these vendors we should not experience any problems. Lynne received announcement of various training options for Library Trustees. Some would be appropriate for the new alternates and Lynne recommends that they plan to attend. We discussed a workshop on NH Charitable Foundations, but we all felt we are not ready for this information yet.

- Library Director's Report: Terry answered several questions about attendance at some of the programs offered last month. **Anne motioned to accept the Director's report as written. Kathy seconded the motion. The motion carried unanimously.**
- Treasurer's report: Kathy and Terry received an updated budget spreadsheet from the bookkeeper at Town Hall showing our current balance sheet. Kathy will check her numbers against these to be sure they match. **Anne motioned to accept the Treasurer's report as written. Lynne seconded the motion, which passed unanimously.**
- Unfinished Business:
- Board of Trustees' Bylaws – Article IV: We reviewed and revised Article IV of the bylaws. Lynne will retype this article as revised and send it out to all of the Trustees for review. We will discuss Article V at our next meeting. Kathy was absent when we reviewed and revised Article III which pertains in part to the duties of the Treasurer. She will review our revisions of that article and discuss further revisions, if necessary, at our next meeting.
- Carpeting Project Update: Terry received the invoice/quote from Ed's Flooring for redoing the J and E room carpeting. She confirmed that the quote includes taking up and removing the old carpeting. The first week of June is the tentative date for the work to be done; it will take 3 to 4 days to do the work. Ed's Flooring has assured us the work will be completed before the start of the Summer Reading Programs (SRP).
- NHLTA Conference Scholarships: Both Terry and Julie received notices that their requests for scholarships to attend the NHLTA Conference in May have been approved.
- Exeter Area GFWC: The Greater Federation of Women's Clubs in Exeter contacted Terry about giving a donation to the Library to be used for Earth Day programs or materials. Suggestion from them were flowers in planters or help raking out the grounds as part of spring clean-up. As both of these efforts had already been done at the Gale Library, the Club gave us a check for \$25. Terry will use the funds this summer as appropriate needs arise.
- Circulation Policy Review: Terry had sent us a copy of the policy as revised at our last meeting. We reviewed it at this meeting and noticed the 'revised on' date had not been updated. Terry will make that change and we will review, vote on, and sign this policy at our next meeting.
- New Business:
- 2015 Audit Review: Terry will file a copy of the 2015 Town of Newton Audit report with previous town reports. No mention was made in the report of anything that the Library needed to address.
- NHLTA Conference Travel Plan: The Trustees attending the NHLTA Conference will meet on May 23rd at 7:00 AM in the Library parking lot. Anne, Terry, Julie, and Lynne will travel together in Anne's car.
- AED Review for 2017: Terry has replaced the electrodes in the child AED device. The child AED is now compliant until August of 2018. The battery in the adult AED will need to be replaced in January of 2017, and Terry has a quote for that battery of \$119.80. The Town's Safety Committee has had ongoing discussions about keeping the AED devices current in all departments.
- Library Entrance Door(s)/Locks: Alpha Locksmiths came out to assess our problem with the side door (to the parking lot). He can get us a new lock set for \$733, but he thinks we might need to replace the whole door to

fix the problem since the door is so old. The cost for that would be around \$1700. Terry will check with town hall to see if they would approve this expenditure or would like Terry to get more quotes.

- Acceptance of Donations : Patrons - \$12.80; Kristy Lacroix - \$100.00 (General Use); Exeter Area GFWC - \$25.00 ( Earth Day theme); Books/Magazines; (6) Canobie Lake Park Admissions (Summer Reading Program prizes); Jill Holmberg – Teen SRP prizes; Friends of the Gale Library - \$5367.90 for J and E Room Carpet Tiles ( Received in May). **Anne moved to accept donations of \$12.80 from patrons; \$100.00 for General Use from Kristy Lacroix; \$25.00 to be spent on an Earth Day theme from the Exeter Area GFWC; Books/Magazines from patrons; (6) Canobie Lake Park Admissions (Summer Reading Program prizes) from the Friends; Teen SRP prizes from Jill Holmberg; and \$5367.90 for J and E Room carpet replacement, received in May from the Friends of the Gale Library. Lynne seconded the motion. The motion to accept donations passed unanimously.**
- Friends' News: The Friends are planning a book sale at Estabrook's garage on June 11<sup>th</sup>. Lynne~and several other trustees volunteered to help set up on June 10<sup>th</sup>. Terry will pass along the offer to the Friends at their next meeting, which is on June 7<sup>th</sup>.
- Monthly invoice Review and Initialing: Review and initialing was done at this meeting.
- Next Trustee Meeting: The next meeting will be on Wednesday, June 8, 2016 at 10:00 am.
- Meeting adjourned at 12:00 pm.

*Respectfully submitted,*

*Anne D. Banks*  
*Secretary*