GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday January 9, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Kathy Meserve, Treasurer, Terry Caswell, Director; Julie Lamere, Alternate.
3. **Lynne motioned to enter nonpublic session. Kathy seconded the motion which passed unanimously.** The Trustees entered nonpublic session at 10:12 a.m. under RSA 91-A:3 II (c). The Trustees returned to public session at 10:19 am. Decisions made included approving the minutes from nonpublic sessions held on September 24, 2018; October 10, 2018; October 19, 2018; and December 12, 2018. **Lynne motioned to seal the nonpublic minutes because divulgence of this information would affect adversely the reputation of a person other than a member of this board. Kathy seconded and the motion passed unanimously.**
4. Minutes from the Previous Meeting (December 12, 2018) and public session minutes from October 19, 2018: **Kathy moved and Lynne seconded to approve the minutes from the public session of our meeting on October 19, 2018. The motion passed unanimously. Lynne motioned to accept the minutes of the public session held on December 12, 2018. Kathy seconded the motion. The motion passed unanimously.**
5. Correspondence and Communications: Terry received a letter from Nick DeGruttola, scout master of a Webelos scout troop in Newton. A group of five Webelos would like to do a project at the Library involving putting up a bulletin board in the Children’s area upstairs. The Trustees agreed that the scouts could go ahead with their project.
6. Library Director’s Report: **Lynne motioned to accept the Director’s report as written. Kathy seconded the motion. The motion passed unanimously.**
7. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Staffing Review: The Library has someone interested in being a Substitute Library Assistant Float. She is still working on her paperwork. Helen Nault has agreed to begin cleaning the Library as an independent contractor. She will present her Certificate of Insurance as soon as she obtains it, and Terry will schedule her to clean once Helen has that.
2. Alternate Trustee Position Review: No candidates appear to be available. Terry will put it on the Library FaceBook page that we are looking for another Alternate Trustee.
3. Facilities Maintenance: Julie Lamere has donated a temperature monitor and a light bulb to the Library. If the monitor senses that the temperature in the Library has gone below the preset level a light will go on, which can be seen from the street. The police will look for the light when they do their patrol and notify the Library Director so we can avoid burst pipes, etc.

New Business

1. Transform your Library with Webjunction:After reviewing the information, the Trustees decided not to apply for this grant as it is not a good fit for our library at this time.
2. .2019 Budget Review: We have been asked to reduce our proposed 2019 budget by 0.6%. We have taken $771.00 out of Media to accomplish this**.**
3. Winter Maintenance Assistant Job Description: The Trustees approved the new Winter Maintenance Assistant job description and have hired Libby Trudeau to fill the position. **Kathy moved that we hire Libby Trudeau as a** **Library employee at Grade 4 Step 8 based on the current wage schedule. She will be paid $15.32 per hour. Anne seconded the motion which passed unanimously. Libby’s job description is Winter Maintenance Assistant, and the job description is on file.**
4. Record Retention: Kathy brought in invoices and other documents that were past the recommended retention date. She would like to dispose of them by shredding (if there were any sensitive data on them) or through the trash. The Trustees agreed that she should do so.
5. Acceptance of Donations: **Kathy motioned that we accept donations of Books from patrons, a light bulb and a Honeywell Monitor from Julie Lamere. Anne seconded the motion. The motion passed unanimously.**
6. Friends’ News: The Friends are running a ‘Buck a Bag’ book sale. They will meet next in March.
7. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
8. Next Trustee Meeting: Wednesday, February 13, 2019 at 10:00 am.
9. Meeting adjourned at 11:50 am.

Respectfully submitted,

Anne Banks, Secretary