GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday, June 12, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:02 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Terry Caswell, Director; Marianne Pelletier, Alternate Trustee; Betty Bufano, Alternate/Acting Trustee.

Minutes from the Previous Meeting (May 8, 2019**): Lynne moved to accept the minutes from May 8, 2019 as written. Betty seconded the motion. The motion passed unanimously.**

1. Correspondence and Communications: Baker and Taylor sent an email with more information about their transitioning out of retail.
2. Library Director’s Report: **Anne motioned to accept the Director’s report as written. Betty seconded the motion. The motion passed unanimously.**
3. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities Maintenance: The water analysis report was received and all compounds for which they tested are at acceptable levels. As for other projects, the front walkway will be repaired in the next week or so. The basement window has been ordered and will be fixed once the order comes in. The bathroom floor in the Library will be repaired next Thursday, June 20. Rugs Rolls and More will be doing this work. All present also commented how nice the newly painted porch looks and how pretty the flowers look.
2. Volunteer Policy Signage: The Trustees signed the policy approved at our previous meeting.

New Business

1. NHLTA Spring Conference Discussion: Anne read notes from the round table discussion on policies and the session she attended on Effective Meetings and the Right to Know. Based on information in the Right to Know session Anne will be changing how the Trustees handle revising draft minutes to be sure we do not have a virtual quorum when doing so. We are in compliance in all other aspects of our procedures. Marianne found the morning sessions to be repetitive, but the orientation sessions she attended to be helpful, if only because they confirmed her understanding of her role as an Alternate Trustee. Based on sessions she attended, Lynne felt that previous years’ meetings were more useful to her than this year’s.
2. July/August Meeting: The Trustees decided to cancel the July Trustees’ meeting. Lynne will put out a notice to be posted on the town website regarding this change. The Trustees will meet as scheduled in August.
3. Summer Initiative Project: Libby Trudeau had approached Terry with an idea for a middle school summer reading/book discussion project. The Trustees discussed the idea and decided to approve. Libby will still be of high school age all summer, so we can hire her as page. Libby will be paid for these hours as a page/substitute. **Lynne moved that we hire Libby Trudeau as a Page/Substitute, Grade IV Step 1, at $12.89 per hour. Anne seconded the motion, which passed unanimously.**
4. Staffing: Caitlin Foucher has been helping out with the Summer Reading Program. Terry has also called her in to sub when needed.
5. Annual Investment Policy Review and Signage: As required by the NH Department of Justice, the Trustees reviewed the current Investment Policy. **Lynne moved that we accept and sign the Policy as written. Betty seconded the motion, which passed unanimously. The Trustees signed the policy.**
6. Social Media Policy Review: The Trustees decided to table this item until the August meeting. We plan to set up a committee to come up with a proposed draft that we can all discuss at a meeting.
7. Friends’ News: The Friends’ Book Sale was a success. They are planning their annual luncheon for July 9th at Mr. Mike’s.
8. Acceptance of Donations: **Lynne moved that we accept donations of $5.60/Books from Patrons; and Summer Reading Program prizes from Leo’s Superbowl, Tony G.’s, Cinemagic, and Canobie Lake Park. Betty seconded the motion. The motion passed unanimously.**
9. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
10. Next Trustee Meeting: The Trustees will not meet in July. Our next meeting will be on August 14, 2019 at 10:00 a.m.
11. Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Anne Banks, Secretary