GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday September 11, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:01 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve, Treasurer; Terry Caswell, Director; Marianne Pelletier, Alternate Trustee. Danielle Finn attended as a guest.
3. Minutes from the Previous Meeting (August 14, 2019):  **Kathy moved to accept the minutes from August 14, 2019 as written. Lynne seconded the motion**. **The motion passed unanimously**
4. Correspondence and Communications: Terry reported she received the bank statement.
5. Library Director’s Report: **Lynne motioned to accept the Director’s report as written. Anne seconded the motion. The motion passed unanimously.**
6. Treasurer’s Report: **Anne motioned to accept the Treasurer’s report for August as written. Lynne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities Maintenance: Terry reported that the Town has switched their oil and propane provider from Palmer Gas to Suburban Propane. Town Hall has therefore cancelled the inspection and maintenance scheduled with Palmer Gas and will need to reschedule the maintenance with the new provider. Terry would like to have the building pressure washed and she will contact Mark Lightizer for an estimate on that as well as several other tasks that should be done by winter.
2. Social Media Policy Committee: The Trustees reviewed the draft that Terry sent each of us. After making a few changes the Trustees directed Terry to write up a new document incorporating the revisions. Going forward the Library will have only one Social Media Policy. The policy we previously had for staff will be incorporated into the Library’s Personnel Policy. The Trustees will vote on and sign the revised Social Media Policy at our next meeting.
3. Annual Staff Evaluations: The Trustees and Terry reviewed the Town’s current employee evaluation form to see if the Library should adopt something similar. After changing some wording to be more library specific, we agreed Terry would try the form out this year when she does her staff evaluations in September. She will give us feedback based on this year’s experience. We also reviewed the Town’s Disciplinary Action Form, and informally approved that with minor changes for use by the Library. Terry will write up the revised Disciplinary Action Form for the Trustees to review at our next meeting.
4. ILL System Status: Terry has sent in the paperwork required to register for the new software. She is waiting for more information on training.

New Business

1. Alternate Trustee Position: The Trustees were pleased to welcome Danielle Finn to this meeting. Danielle attended our meeting to find out what the Board of Trustees does and what being an Alternate Trustee would involve.
2. Library Director’s Annual Evaluation: The Trustees will each send Lynne their completed evaluation form within the next 2 weeks. Lynne will compile the input she receives onto a form which reflects all of the Trustees’ evaluations of the Director.
3. Friends’ News: The Friends group will have a table at Newton Olde Home Day again this year and hope to sell book bags and T-shirts. They also plan to continue the ‘Buck a Bag’ book sale indefinitely.
4. Acceptance of Donations, Patrons $3.80/Books: **Lynne motioned to accept from Patrons $3.80 / Books. Kathy seconded the motion, which passed unanimously.**
5. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
6. Next Trustee Meeting: Wednesday, October 9, 2019 at 10:00 a.m.
7. Meeting adjourned at 11:51 a.m.

Respectfully submitted,

Anne Banks, Secretary