GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday December 11, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:03 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve, Treasurer; Terry Caswell, Director; Marianne Pelletier, Alternate Trustee; Betty Bufano, Alternate Trustee.
3. Minutes from the Previous Meeting (November 13, 2019):  **Lynne moved to accept the minutes from November 13, 2019. Kathy seconded the motion**. **The motion passed unanimously.**
4. Correspondence and Communications: Terry received a thank you note from Carol Pineau, a former resident who has moved from Newton, thanking Terry and her staff for their excellent service during her years as a patron of the Gale Library.
5. Library Director’s Report: For the Library Director’s November report: **Lynne moved that we accept the Director’s report as written**. **Kathy seconded the motion, which passed unanimously.**
6. Treasurer’s Report: Kathy reported we are in good shape, having spent 97% of our appropriated funds. **Anne motioned to accept the Treasurer’s report as written. Lynne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities Maintenance: Terry reported that the repair of the end of the driveway will most likely be done next spring. She has submitted the 2020 list of Projected Expenditures to Town Hall.
2. 2020 Holiday closings and Trustee meetings**: Kathy moved that we accept the list of dates for 2020 Holiday closings and Trustee meetings as written. Lynne seconded the motion, which passed unanimously.**
3. Salary Appropriation Funds: The Trustees reviewed the draft of a memo written by Lynne on this subject. Kathy had done a good amount of research on the RSAs. We all agreed the memo was clear and complete. Lynne will email the memo to the Newton Board of Selectmen.
4. Annual Town Report Review: The Trustees reviewed the narrative being prepared by the Library for the Town Report. Small changes were made. Terry will incorporate those changes into the narrative for our approval.
5. Library Card Policy review and signage: The Trustees signed the Policy that was approved at our previous meeting.

New Business

1. Staffing Review: Terry has had Cait Foucher helping with the new Baby Play Date program and she is working out very well. Terry has scheduled the Baby Play Date program for every Friday in January based on current attendance.
2. Time Line for Town Meeting, etc.: Lynne wanted to be sure we were all aware of the various dates for filing, deliberative session, and so on. Kathy will need to submit paperwork to run for re-election in 2020.
3. Friends’ News: The Friends reported that the Christmas Basket raffle has been doing very well. They will have 4 bake sales in 2020: at the primary in February, at the Town elections in March, and also in September and November.
4. Acceptance of Donations, Patrons $5.95/Books; Marianne Pelletier - $50.00; Friends of Gale Library - $700.00: **Lynne motioned to accept from Patrons $5.95 / Books; from Marianne Pelletier $50.00; from Friends of Gale Library $700.00. 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, January 8, 2020 at 10:00 a.m.
7. Meeting adjourned at 11:17 a.m.

Respectfully submitted,

Anne Banks, Secretary