GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday June 13, 2018**

**TIME: 10:00am**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In Attendance: Lynne Camp, Chairperson; Julie Lamere, acting secretary; Terry Caswell, Director; Jeanne Maggio, Alternate.
3. Minutes from the Previous Meeting (May 9, 2018): **Lynne motioned to accept the minutes as written. Jeanne seconded the motion. The motion passed unanimously.**
4. Correspondence and Communications: The Gale Library has been accepted as a member of the Massachusetts Higher Education Consortium (MHEC). This free membership will allow the library to receive vendor discounts for library books, supplies, etc. This membership will replace our SCOOP discount which concludes at the end of June 2018.
5. Library Director’s Report: **Julie motioned to accept the Director’s report as amended. Lynne seconded the motion. The motion passed unanimously.**
6. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Julie seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities maintenance:
	1. Terry contacted Mike Pivero of the Highway Department in regards to repairing the cement steps and walkway. She is waiting to hear back from him. In the meantime, the orange caution cone will remain on the step to alert the public.
	2. Palmer Gas & Oil completed their annual inspection and maintenance of the furnace
	3. Terry received three (3) quotes to replace the bathroom flooring & address the plumbing issue. She will submit the written quotes to the Town since the library is a town-owned building. The quotes are as follows:
		1. A plumber quoted $120 to remove and replace the toilet for flooring installation.
		2. Hastings Flooring gave a verbal quote of $850 to fix the floor only.
		3. Rugs Rolls and More gave a written quote of $645 to fix the floor only.
		4. Team Handyman gave a written quote of $1,300 to fix the flooring & the plumbing.
	4. Certa-Pro Painting did an audit of the library’s painting needs which Terry will submit to the town to review. The quotes were: $769 to paint the deck steps, railings & flagpole, $851 to power wash the building and $65/hour for any carpentry work.
2. Alternate Trustee Position Review: This topic was tabled until the July meeting
3. OverDrive Online Magazines Update: Digital magazines were approved so we will receive them this summer.
4. PACE Luncheon Update: PACE awarded $100 to a number of local libraries including The Gale, to help with summer programs.

New Business

1. Annual Investment Policy Review: The Investment Policy was reviewed. **Lynne motioned to accept the Investment Policy as written. Julie seconded the motion. The motion passed unanimously.**
2. Staffing Updates: Terry will remove Amanda Plant from the staffing roster as she is moving away and will no longer be a sub. Alice Litwinovich will begin training once background check is complete. Sue Mears celebrates 20 years at the Gale Library.
3. Acceptance of Donations: **Lynne moved to accept patron donations of $0.50/DVDs/Books/Smithsonian Magazine Subscription; a $100 donation from PACE for SRP; SRP prizes from Water Country, Canobie Lake, and Storyland; 12 t-shirts from the Friends for SRP prizes. Jeanne seconded the motion. The motion passed unanimously.**
4. Friends’ News: The Friends made over $300 at the book sale. They will have their annual luncheon on July 10, 2018 at 1:30pm at Bessie’s Luncheonette on Rt. 125 in Brentwood. The Friends will hold bake sales at the 9/11/2018 and 11/6/2018 elections. They will not hold July or August meetings.
5. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
6. Next Trustee Meeting: Wednesday, July 11, 2018 at 10:00 am.
7. Meeting adjourned at 11:22 a.m.

Respectfully submitted,

Julie Lamere, Acting Secretary