**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday August 8, 2018**

**TIME: 10:00 a.m.**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:05 a.m.
2. In Attendance: Lynne Camp, Chair; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director.
3. Minutes from the Previous Meeting (July 11, 2018): **Kathy moved to accept the minutes from the public session of the meeting. Lynne seconded the motion which passed unanimously. Kathy moved to accept the minutes from the nonpublic meeting, Lynne seconded. The motion passed unanimously.**
4. Correspondence and Communications: Kathy received notice that Terry Knowles retired as of May 1, 2018 from the NH Department of Justice’s Charitable Trust Unit. She will be greatly missed. The NH Department of Justice announced that it will be outsourcing its trustee training programs to the NH Municipal Association. Kathy also noted that the NH Municipal Association publishes a NH Town and City Magazine which offers articles on issues pertinent to library trustees. Terry will look into a subscription for the library. The NHLTA also offers library trustee training and will be coordinating with the NH Municipal Association. Terry also received notes from two of our program presenters: Christy Day who spoke on “Walking the El Camino” and the musical group Goats on Tour.
5. Library Director’s Report: **Lynne moved to accept the Director’s report as written. Kathy seconded the motion. Motion passed unanimously.** Terry also gave each of the Trustees a folder containing reports on our library statistics.
6. Treasurer’s Report: **Anne** **moved to accept the Treasurer’s report as written. Lynne seconded the motion, which passed unanimously.**

Unfinished Business:

1. Facilities Maintenance: Terry reported to the Joint Loss Management Committee at their last meeting that the bathroom floor is still peeling up and a repair needs to be done. A temporary repair has since been done by Tony in the form of a row of nails being put along the edge of the floor, but we all agreed a permanent fix is needed. Terry also has an open action item concerning the crumbling concrete on the front steps of the library.
2. Alternate Trustee Position Review: Lynne spoke with one of the four prospective alternates. Unfortunately her work schedule will not make it possible for her to consider the position at this time. The second name on the list seems quite interested and will plan to join us at our meeting in September.
3. Library Assistant Job Description Review: The Trustees reviewed the current Library Assistant job descriptions and incorporated the three existing descriptions into one all-inclusive job description. Terry will write up our changes for us to review and approve at our next meeting.

New Business:

1. Newton Town Day: The event will be held on September 15 this year, and the venue has been moved to behind the Memorial School. The Trustees discussed having a table again this year as we have other years, but all felt we could skip a year. We agreed the Friends’ group might want to participate, however, and Terry will see if that is the case.
2. Wowbrary: This is a new service many NH state libraries are using, and Terry has signed up our library. Our patrons who sign up will receive weekly emails with the latest news from Gale Library so they will not miss anything! New additions to our collection would automatically be included.
3. Banner for Fire Department: Chet Butcher brought over a banner to celebrate the new fire station. The banner was brought to the library to allow residents to write a message of welcome or congratulations for the occasion of moving into the new building.
4. AED/CPR Training: Terry and other permanent library staff will attend training provided by the town in order to keep their certification current. Tentative dates have been proposed but no dates have been set. The tentative date is August 30.
5. Acceptance of Donations: **Lynne moved we accept from Mr. Felisberto $100.00 for children’s programming; patrons - $2.80; six Newton postcards, books; Empower Martial Arts – Two Gift Certificates (SRP Prizes). Anne seconded the motion. The motion passed unanimously.**
6. Friends’ News: The Friends are still planning to have 2 Bake Sales this fall during the town elections in September and November. Their next meeting will be in September.
7. Monthly Invoices Review and Signage: Invoices were reviewed and signed at this meeting.
8. Next Trustee Meeting: Wednesday, September 12, 2018, 10:00 a.m.
9. Adjournment: 11:55 a.m.

Respectfully Submitted,

Anne D. Banks, Secretary