GALE LIBRARY

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**Established 1892**

**16 South Main Street**

**Newton, New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday December 12, 2018**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: Public session opened at 10:04 am.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve, Treasurer, Terry Caswell, Director; Julie Lamere, Alternate; Jeanne Maggio, Alternate.**Lynne motioned to enter nonpublic session. Kathy seconded the motion which passed unanimously.** The Trustees entered nonpublic session at 10:05 am. The Trustees returned to public session at 10:19 am. **Kathy motioned to seal the nonpublic minutes. Anne seconded and the motion passed unanimously.** At this point, Anne Banks had to leave the meeting. Julie Lamere assumed the duties of Secretary and became acting Trustee for the duration of the meeting.
3. Minutes from the Previous Meeting (November 14, 2018): **Kathy motioned to accept the minutes. Lynne seconded. The motion passed unanimously.**
4. Correspondence and Communications: There was a Christmas card from Irene Giannatsis. The Library listserv sent an email regarding copyright laws which potentially could be taken away from the Library of Congress and the position overseeing these laws could be made into a political appointment.
5. Library Director’s Report: **Kathy motioned to accept the Director’s report as written. 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. Library Director’s Annual Evaluation: Terry commented on her review. She will sign the signature page and make copies for the Trustees.
2. Annual Town Report Review: This was tabled for now as it is not due until January 7th. The Trustees will meet with Terry soon to discuss any edits.
3. Facilities maintenance:
	1. Snow Removal was discussed. Memos have been sent to Town Hall regarding the concern that the library is properly shoveled and cleared for both pedestrians and delivery vehicles. The Trustees have requested the Board of Selectmen’s snow removal plan for this coming winter.
	2. The basement window still needs to be fixed.
	3. Water testing is planned to be done either in January or February.
4. Alternate Trustee Position Review: This topic is tabled until January of 2019.

New Business

1. Staffing Review: Terry will move forward with an application for a part time Substitute Library Assistant.
2. Archived Documents: This topic was tabled for the time being.
3. Timeline for Town Meeting: The deadline for filing for candidacy for town positions was discussed. Anne Banks plans to run for re-election as a Library Trustee.
4. Acceptance of Donations**: Lynne motioned we accept donations from patrons - $1.55/Books/Beanie Babies. Julie seconded the motion. The motion passed unanimously.**
5. Friends’ News: The drawing for the Basket Raffles will be held on December 14th. They will hold a “Winter Bargain Book Sale” and sell bags of books for $1.00. They will hold another Bake Sale at the next Town election.
6. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
7. Next Trustee Meeting: Wednesday, January 9, 2019 at 10:00 am.
8. Meeting adjourned at 12:00 pm.

Respectfully submitted,

Julie Lamere, Acting Secretary