GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday May 8, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Terry Caswell, Director; Marianne Pelletier, Alternate/Acting Trustee; Betty Bufano, Alternate Trustee.
3. Minutes from the Previous Meeting (April 10, 2019) and nonpublic session minutes from April 10, 2019:  **Lynne moved to accept the public session minutes from April 10, 2019 as written. Marianne seconded the motion**. **The motion passed unanimously.**

**Lynne motioned to accept the minutes of the nonpublic session held on April 10, 2019. Marianne seconded the motion. The motion passed unanimously.**

1. Correspondence and Communications: The Library received a notice from the NHLTA that our annual dues need to be paid. This year we have changes to make in the members we will register.
2. Library Director’s Report: All trustees commented on how well the Wizard Workshop was received, having 40 attendees. **Anne motioned to accept the Director’s report as written. Lynne seconded the motion. The motion passed unanimously.**
3. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Marianne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. NHLTA Spring Conference, May 29: Marianne will drive us this year. We will leave the Library at 7:00. We discussed the workshops we had each signed up for; Marianne will take those suggested for new trustees. Lynne, Anne, and Terry are also attending.
2. Facilities Maintenance: Repairs to the Library were discussed at the JLMC (Joint Loss Management Committee) meeting held recently. When the Selectmen met at their last meeting, they approved the following:
   1. Repairs to the roof will be revisited in September 2019.
   2. They have approved replacing the bathroom floor in the Library and selected Rugs Rolls and More and also a local plumber for doing this work.

Water samples were taken and submitted. Terry does not have the results yet.

1. Volunteer Policy Review: The Trustees reviewed the policy as revised by a committee consisting of Terry, Kathy, and Marianne. **Lynne moved that we accept the Volunteer Policy as amended. Marianne seconded the motion. The motion passed unanimously.** Terry will bring a clean copy of the policy with ‘draft’ removed for the Trustees to sign at our next meeting.
2. Computer Upgrades: Terry purchased the Windows 10 software for her laptop as we discussed at our last meeting. That upgrade went well, so she proposed getting a 3-license version of Microsoft Office 2010 to upgrade the 3 remaining computers which are on Windows 7. We also discussed earmarking funds to purchase 4 new computers closer to the end of the year, perhaps purchasing 2 in 2019 and 2 in 2020. The software Terry will purchase can be used on the new computers when the time comes.  **Lynne moved that we authorize Terry to spend up to $300.00 for the 3-license version of Microsoft Office 2010. Anne seconded the motion. Motion passed unanimously.**

New Business

1. Baker and Taylor Announcement: The Company announced they are withdrawing from the wholesale and retail book supply business. They will continue to supply mail order to libraries, etc. There will also be operational changes made within the Company. These are not expected to affect us, but our representative will keep us informed.
2. Friends’ News: The Friends will be ordering new bags to sell at their Book Sale in June. The Book Sale will be held on Saturday, June 8 at Estabrook’s Garage.
3. Acceptance of Donations: **Lynne motioned that we accept donations from patrons of $7.00 and Books, as well as Greeting Cards and Three Wizard Workshop Raffle prizes (Book Bag, Picture, and a book) from an anonymous patron; and from Alice Litwinovich a National Library Workers Day Gift of Spring Flowers and a Thank you card, as well as a Civil War Quilt Book from Pamela Weeks. Marianne seconded the motion. The motion passed unanimously.**
4. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
5. Next Trustee Meeting: Wednesday, June 12, 2019 at 10:00 a.m.
6. Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Anne Banks, Secretary