GALE LIBRARY

****

**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday November 13, 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; Kathy Meserve, Treasurer; Terry Caswell, Director; Marianne Pelletier, Alternate Trustee; Betty Bufano, Alternate Trustee.
3. Minutes from the Previous Meeting (October 9, 2019):  **Kathy moved to accept the minutes from October 9, 2019. Lynne seconded the motion**. **The motion passed unanimously.** Minutes from the October 18, 2019 public session: **Lynne moved to accept the minutes from October 18, 2019 public session. Kathy seconded the motion**. **The motion passed unanimously.** Minutes from the October 18, 2019 nonpublic session: **Lynne moved to accept the minutes from the October 18, 2019 nonpublic session. Kathy seconded the motion**. **The motion passed unanimously.**
4. Correspondence and Communications: Terry received a copy of the 2019 Town Audit Report. There were no issues or problems that affect the Library.
5. Library Director’s Report: For the Library Director’s September report: **Lynne moved that we accept the Director’s report as written**. **Kathy seconded the motion, which passed unanimously.** For the Library Director’s October report: **Anne moved that we accept the Director’s report as written**. **Kathy seconded the motion, which passed unanimously.**
6. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report for October as written. Anne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Facilities Maintenance: Terry has put replacing the flagpole in front of the Library on our list of Major Projected Library Expenditures. These are for the Town to review for the year 2020. She has gotten two quotes for the work, one from Union Flag and one from High Flying Flag. These would be 30’ fiberglass poles with external halyards. The quotes included installation but not removal of the current flagpole. The quote from Union Flag came to $2,154.00 including installation.
2. Library Director’s Annual Evaluation: Terry reported that she had reviewed the Evaluation given to her by the Trustees. She was pleased with our comments and will work on the goals as stated for next year. Terry signed the Evaluation form and each Trustee was given a copy.
3. ILL System Status: The new ILL system went live on 10/8/2019. Terry and the Library staff who work with the ILL system have been using it with no issues to report.

New Business

1. Budget Hearing Review: Kathy reported the Selectmen gave tentative approval of the Library’s 2020 proposed budget.
2. Holidays and Trustees meetings: Dates for Holidays and meetings in 2020 were set by the Trustees. Lynne will put the Trustee meeting dates in a document, and Terry will do the same with the Holidays. The Trustees will review both and vote on them at our next meeting.
3. Annual Report Review: Terry has been working on the Annual Report for the Library to place in the Town’s report. She is making good progress.
4. Library Card Policy Review: The policy was reviewed and needed no changes. **Kathy moved that we approve the policy once more as written. Anne seconded the motion which passed unanimously. We will sign the policy at our next meeting.**
5. Friends’ News: The Friends have begun putting out the Christmas Baskets for their raffle. Terry reported they all enjoyed the Friends’ Tea last month. The Friends indicated they would be willing to purchase another computer for the Library like the ones Terry got last month. **Kathy moved that we accept up to $750.00 from the Friends for the purchase of a new computer and authorize Terry to spend up to $750.00 to obtain one more computer. Lynne seconded the motion, which passed unanimously.**
6. Acceptance of Donations, Patrons $10.20/Books: **Lynne motioned to accept from Patrons $10.20 / Books. Kathy seconded the motion, which passed unanimously.**
7. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
8. Next Trustee Meeting: Wednesday, December 11, 2019 at 10:00 a.m.
9. Meeting adjourned at 11:57 a.m.

Respectfully submitted,

Anne Banks, Secretary