**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday September 12, 2018**

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

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In Attendance: Lynne Camp, Chair; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director Jeanne Maggio, Alternate, Julie Lamere, Alternate, Denise Foy, guest.
3. Minutes from the Previous Meeting (August 8, 2018): **Kathy moved to accept the minutes of the meeting. Lynne seconded the motion which passed unanimously.**
4. Correspondence and Communications: Terry mentioned a NY Times article that talked about all the ways libraries are important to their communities. Kathy brought to our attention an article on ListServe concerning problems some NH libraries are having with the homeless in their communities.
5. Library Director’s Report: **Anne moved to accept the Director’s report as written. Kathy seconded the motion. Motion passed unanimously.**
6. Treasurer’s Report: **Anne** **moved to accept the Treasurer’s report as written. Lynne seconded the motion, which passed unanimously.** We have used 60.5% of our 2018 funds, right on track.

Unfinished Business:

1. Facilities Maintenance: Terry has been getting estimates for the hiring of an outside cleaning company for 2019 so that we can put money in our next year’s budget to cover that expense. Atkinson Electric was at the library to replace several ballasts (lights). In other news, Town Hall will pay the JM Protective bill resulting from the phone and alarm system outage a few weeks ago. On another topic, one of the basement windows is leaking when it rains. Tony feels he can fix it and will check with Nancy to get the ok to do the repair. Also, the basement dehumidifier is not working properly and Terry would like to see if it can be fixed or replaced. The hose is no longer draining the unit automatically, and when it is full the unit shuts off. Terry will ask Tony about what can be done.
2. Alternate Trustee Position Update: Lynne invited Denise Foy to join our September meeting and Denise was with us today. We will include her on this month’s distribution list for any documents we send out.
3. Library Assistant Job Description Review and Signage: Terry brought a copy of the revised Library Assistant Job Description. The Trustees reviewed and signed the document.
4. AED/CPR Training: Laurie, Betty, and Terry took the recertification class. Sue Mears was unable to attend but will try to make the next one, scheduled for September 22.

New Business:

1. Library Director’s Annual Evaluation: Lynne sent out blank forms to the Trustees, including the revised last page. Kathy and Anne will work on putting together the evaluation so that we have something prepared for our October meeting. Lynne explained to Terry that the evaluation may not be completed until the November meeting.
2. Staffing Update: Terry received a note from one of our floats, Kara Hahn, that she will no longer be available to work any hours at the library. Terry will take her name off the staffing list. Terry will complete her staff evaluations by the end of September.
3. Acceptance of Donations: **Lynne moved we accept from patrons $1.20 and books; a booklet about Newton from the Plaistow Public Library. Kathy seconded the motion. The motion passed unanimously.**
4. Friends’ News: The Friends held their Bake Sale this fall during the town election in September. Terry is planning a Tea in their honor during Friends Appreciation Week in October. The Tea is planned for Tuesday, October 23rd at 1:30 p.m. Their next meeting will be in September.
5. Monthly Invoices Review and Signage: Invoices were reviewed and signed at this meeting.
6. Next Trustee Meeting: Wednesday, October 10, 2018, 10:00 a.m.
7. Adjournment: 11:32 a.m.

Respectfully Submitted,

Anne D. Banks, Secretary