GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Monday, December 23, 2020**

Conference Call

**TRUSTEE SPECIAL MEETING MINUTES**

1. Call to Order: 2:06 PM
2. In attendance via conference call: Lynne Camp, Chairperson; Kathy Meserve, Treasurer.
3. Due to the pandemic, the library has not been fully operational since March, 2020.The year-end library payroll reports have arrived. The library salary line appropriation was $98,963.00. We spent $93,111.33 in salaries. The remainder amounts to $5,851.67. Kathy will contact Bookkeeper Kim Hughes to ascertain the procedure for returning unexpended salary money to the town’s general fund. (RSA 32:7)
4. The outstanding bills that Terry has identified include:

Amazon $299.90  Traction Magic

Amazon   $46.79  assorted custodial supplies

Amazon  $27.99 curbside bags

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Baker and Taylor  $718.87 books

Total : $1,121.54

**Kathy motioned to encumber $1,121.54 to pay for the above listed bills. Lynne seconded the motion. The motion passed unanimously; no nay votes were cast.**

1. Our April appropriation check for operating expenses was for $32,175.00

Thus far, we have spent $26,413.38. Today, we have encumbered $1,121.54, which gives us a remainder of 4,640.08. Kathy will contact the Town Bookkeeper to determine the procedure to return the remaining funds to the town’s general fund. (RSA 32:7)

The meeting adjourned at 2:57 PM

Respectfully submitted,

Kathy Meserve, Trustee, Acting Secretary