GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday October 10, 2018**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: 10:03 a.m.
2. In Attendance: Lynne Camp, Chairperson; Julie Lamere, acting secretary; Kathy Meserve, Treasurer, Terry Caswell, Director; Jeanne Maggio, Alternate.
3. Minutes from the Previous Meeting (September 12, 2018): **Kathy motioned to revise the minutes as noted, Julie seconded. The motion passed unanimously. Kathy motioned to accept the minutes as revised. Julie seconded. The motion passed unanimously.**
4. Correspondence and Communications: Lisa Gonyer has been appointed as Liaison to the Library per 9/24/2018 Board of Selectman Meeting Minutes.
5. Library Director’s Report: **Lynne motioned to accept the Director’s report as written. Kathy 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. Facilities maintenance:
   1. The basement dehumidifier is working. There is no update with regard to fixing the basement window.
   2. Terry will add “painting the flagpole” and “installing outside outlet” along with estimates to have the work done to the Town’s 2019 Projected Expenditures list.
2. Alternate Trustee Position Review: This topic is tabled until 2019.
3. Library Director’s Annual Evaluation: This will be handled in November.
4. AED/CPR Training: Sue Mears was not able to attend. All other library staff has received training. Diane Morin will let Terry know when the next training is.

New Business

1. Preliminary 2019 Budget Review: **At 10:50am, Lynne motioned we enter a non-public session. Kathy seconded the motion. The motion passed unanimously. At 11:58am, Lynne motioned we leave non-public session. Kathy seconded the motion. The motion passed unanimously and the minutes were sealed.**
2. Assistant Director’s Job Description Review: Tabled for now.
3. Children’s/Young Adult Librarian Job Description Review: Tabled for now.
4. Acceptance of Donations: **Lynne motioned we accept donations from patrons - $10.00/ Books; Ravensburger – Four Puzzles; Barbara White – Assorted Paper and Craft Supplies. Julie seconded the motion. The motion passed unanimously.**
5. Friends’ News: The Friends will hold a bake sale at the upcoming November 6 election. They have a new member! The Basket Raffle will begin on November 14 and end December 14. They will hold a Trick or Treat event at the Library on October 31 from 5pm-8pm.
6. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
7. Next Trustee Meeting: Wednesday, November 14, 2018 at 10:00 am.
8. Meeting adjourned at 12:02 pm.

Respectfully submitted,

Julie Lamere, Acting Secretary