**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday February 13, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: Public session opened at 10:00 am.
2. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer, Terry Caswell, Director; Julie Lamere, Alternate/Acting Secretary; Jeanne Maggio, Alternate. Betty Bufano, Guest.
3. Minutes from the Previous Meeting (January 09, 2019): **Kathy moved to accept the public minutes from the January 09 meeting; Lynne seconded the motion which passed unanimously.**
4. Correspondence and Communications: Terry noted the arrival of the Bookpage publication, the NHLTA Newsletter as well as the WOW Conference early-bird registration deadline of March 1. **Kathy moved that Terry go ahead and register for the WOW conference, Julie seconded the motion which passed unanimously.**
5. Library Director’s Report**: Julie moved to accept the Director’s report as written. Kathy seconded the motion which passed unanimously.**
6. Treasurer’s Report: **Lynne** **moved to accept the Treasurer’s report as written. Julie seconded the motion which passed unanimously.**

Unfinished Business:

1. Alternate Trustee Position Review: The librarians have noted a few patrons who may be good additions to the Board. Betty Bufano attended this meeting and another patron will attend our March meeting.
2. Staffing Review: We are waiting for the background check to come back for a potential new Substitute Library Assistant/Float. Libby Trudeau is working out great as Winter Maintenance Assistant.
3. Facilities Maintenance: Helen Nault’s Certificate of Insurance has been received and is on file. Terry is quite satisfied with Helen’s work so far. Water testing will be put off for now.

New Business:

1. Audit Review: Kathy has sent all necessary information to Nancy. Last year’s report came back and all was in good order.
2. 2019 Mileage Rate**: Kathy moved that the trustees accept the town’s new travel mileage rate of $0.58 per mile. Lynne seconded the motion which passed unanimously.**
3. Library Rules and Behavior Policy Review: A small addition was suggested and will be made to the existing policy. The Trustees will vote on the amended version at the March 2019 meeting.
4. Statistics Review: The December 2018 statistical information, provided by Terry was reviewed.
5. NHLTA Spring Conference: This year’s conference will be held in Manchester on Wednesday, May 29, 2019.
6. Acceptance of Donations**: Lynne moved that the trustees accept donations of $6.45 and assorted books from patrons as well as a drawer overage of $30.00. Kathy seconded the motion which passed unanimously.**
7. Friends’ News: Irene Nally, a previous “Friends of the Gale Library” member and former Gale Library Director, passed away recently. The Library purchased two books in her name: *She Sheds: A Room of Your Own* by Erika Kotite and *This is What a Librarian Looks Like: A Celebration of Libraries, Communities, and Access to Information* by Kyle Cassidy. The Friends’ Book Sale table at the library continues to do well. Their next meeting will be held on Tuesday, March 5, 2019. The Friends are planning an Election Day Bake Sale on Tuesday, March 12, 2019. A contribution of baked goods would be appreciated.
8. Monthly Invoices Review and Signage: Invoices were reviewed and signed at this meeting.
9. Next Trustee Meeting: Wednesday, March 13, 2019, 10:00 a.m.
10. Adjournment: 11:45 a.m.

Respectfully Submitted,

Julie Lamere, Acting Secretary