GALE LIBRARY

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**Established 1892**

**16 South Main Street**

**Newton, New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday March 13, 2019**

LOCATION: Gale Library, 16 S Main Street

**MEETING MINUTES**

1. Call to Order: Lynne called the public meeting to order at 9:45 am.
2. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Julie Lamere, Acting Secretary; Terry Caswell, Director; Jeanne Maggio, Alternate; Betty Bufano, Guest; Marianne Pelletier, Guest.
3. **Kathy motioned that the Trustees enter into nonpublic session. Lynne seconded the motion, which passed unanimously.** The Trustees (Lynne and Kathy) entered nonpublic session at 9:46 am under RSA 91-A:3, II(b) and RSA 91-A:3, II(a). Lynne Camp motioned to leave nonpublic session at 10:10am. **Kathy seconded and the motion passed unanimously.** The Trustees returned to public session at 10:10 am. **Lynne motioned to seal the nonpublic minutes because divulgence of this information would affect adversely the reputation of a person other than a member of this board. Kathy seconded the motion. The motion passed unanimously.** At this point, Julie Lamere, Terry Caswell, Jeanne Maggio, Betty Bufano- Guest and Marianne Pelletier – Guest joined the meeting.
4. Minutes from the Previous Meeting (February 13, 2019): **Kathy motioned to accept the minutes. Julie seconded the motion. The motion passed unanimously.**
5. Correspondence and Communications: Copies of *Book Page* and the *Town Report* were made available to all.
6. Library Director’s Report: **Kathy motioned to accept the Director’s report as written. Julie seconded the motion. The motion passed unanimously.**
7. Treasurer’s Report: **Julie motioned to accept the Treasurer’s report as written. Lynne seconded the motion. The motion passed unanimously.**

Unfinished Business

1. Alternate Trustee Positions: Jeanne Maggio decided not to continue as an Alternate Trustee. Julie Lamere, Betty Bufano and Marianne Pelletier’s names will be submitted to the Selectmen to be appointed as Alternate Trustees for the next year. Lynne distributed copies of the “Responsibilities of Alternate Trustees” document to all Alternates and guests.
2. Staffing Review: **Julie motioned that Caitlin Foucher be hired as Library Assistant/Float, $12.89, grade IV, step 1 effective 3/13/2019. Lynne seconded the motion. The motion passed unanimously.** The Trustees also announced the following wage adjustments per the Town of Newton, NH wage matrix of November 20, 2018. These wage adjustments are effective as of January 6, 2019.

Theresa Caswell to $22.76/hour, grade XIV, step 5

Francis S. Mears to $15.31/hour, grade V, step 6

Elizabeth Standing to $14.58/hour, grade IV, step 6

Lauri Gaudet to $13.88/hour, grade IV, step 4

Lillian McCormack to $12.89/hour, grade IV, step1

Nicole Belisle-Briggs to $12.89/hour, grade IV, step1

Cathy Breslin to $12.89/hour, grade IV, step 1

Molly Breslin to $12.89/hour, grade IV, step 1

Alice Litwinovich to $12.89/hour, grade IV, step 1

Terry received an email from Libby Trudeau inquiring about potential additional work for the library. There was also discussion about 2 possible new volunteers to help at the library.

1. Facilities maintenance: Helen Nault, our cleaning person, will be out for 2 weeks in the spring and possibly again in the fall as she recovers from minor surgery. Terry will contact Nancy Wrigley about ordering a sump pump inspection and a water analysis, and Mike Pivero about fixing the pothole at the end of the driveway.
2. Library Rules and Behavior Policy Review and Signage: **Kathy made a motion to accept the Library Rules and Behavior Policy as amended. Julie seconded the motion. The motion passed unanimously**.

New Business

1. 2019 Budget Review: The budget passed at the March 12, 2019 election.
2. Election of Officers for Board of Trustees: **Lynne motioned that Kathy Meserve be elected as Treasurer. Julie seconded the motion. The motion passed unanimously. Kathy motioned that Lynne Camp be elected as Chairperson. Julie seconded the motion. The motion passed unanimously. Lynne motioned that Anne Banks be elected as Secretary. Julie seconded the motion. The motion passed unanimously.**
3. National Library week (April 7-13): The library will forgive fines during National Library Week. There will be a movie on Wednesday, April 10. The Friends of the Gale Library will provide tasty treats. There will be plants from the Newton Greenhouse for library employees. Additionally, a garden flag will be purchased for Lisa’s Bench.
4. NHLTA Spring Conference and Trustee Orientation Workshop: The NHLTA Spring Conference will take place in Manchester, NH on Wednesday, May 29 beginning at 8:00AM. We will review the sessions at the April meeting and make decisions about attendance, etc. The deadline for registration is Friday, May 10, 2019. Additionally, there is an opportunity for new trustees and alternates to attend an orientation workshop on Friday, April 12 from 10:00AM- 2:00PM at Triangle Park in Concord, NH.
5. ILL System Update: The Inter-Library Loan System continues to be worked on.
6. Acceptance of Donations**: Lynne motioned that we accept donations from patrons: $3.80/Books; St. Patrick’s Day decorations from Lillian McCormack; Gears, Gears, Gears, a building toy, from Amanda Smart. Kathy seconded the motion. The motion passed unanimously.**
7. Friends’ News: The Friends held their Bake Sale at the Town election. They will continue the in-library Book Sale table indefinitely. Additionally, they plan to hold their annual summer book sale at Estabrook’s Garage in June.
8. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
9. Next Trustee Meeting: Wednesday, April 10, 2019 at 10:00 am.
10. Meeting adjourned at 12:00 pm.

Respectfully submitted,

Julie Lamere, Acting Secretary