



Town of Newton, NH

Newton Town Hall: P.O. Box 378, Town Hall Road, Newton, NH 03858

Town Hall Hours: Monday - Wednesday, 8am - 4pm; Thursday 12pm - 8pm

April 13, 2016 Trustees of the Gale Library Minutes

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GALE LIBRARY



DATE: Wednesday, April 13, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- Call to Order: 10:10 A.M.
- In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Julie Lamere, alternate; Terry Caswell, Director.
- Minutes from the previous regular meeting held on 3/9//2016: **Lynne motioned to accept the minutes as written. Julie seconded the motion. The minutes were accepted unanimously.** Minutes from the special meeting held on 3/16/16: **Lynne motioned to accept the minutes as written. Julie seconded the motion. The minutes were accepted unanimously.**
- Correspondence and Communications: We had all received the most recent NHLTA Newsletter. We discussed the various workshops being offered at the NHLTA state-wide meeting on May 23rd, and each of us shared which workshops we were hoping to attend. Julie will plan on attending those workshops designated as the 'New Trustee' track. The newsletter also mentioned an orientation meeting being held in Hooksett on June 18 for new trustees. We will encourage Jeanne Maggio, who has recently joined us as an Alternate Trustee, to attend the orientation in Hooksett. In addition, Lynne pointed out some timely information printed on the back inside cover of the newsletter entitled 'Trustee Toolkit'. Terry also gave us copies of 'Book Page', a pamphlet highlighting new books and other items of interest which have recently become available.

- Library Director's Report: A small correction was made for clarity. **Anne motioned to accept the Director's report as amended. Julie seconded the motion. The motion carried unanimously.**
- Treasurer's report: Lynne **motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.**
- Unfinished Business
- Board of Trustees' Bylaw Article III: Lynne had typed up her suggestions for changes to this bylaw. As she read them back to us we also added some suggestions. Julie will type these up and send them to all of the Trustees and the Director for our review at the next regular meeting. Lynne will put the review of Article IV of our existing bylaws on her agenda for the next meeting as well.
- Carpeting Updates and Review: Terry showed us samples for the J room and the E room carpet from Cadieux Flooring. She talked about some of the discussions about carpeting that the Friends' group had at their meeting. No decisions had been reached on the carpeting.
- NHLTA Conference Review/Scholarships: All present had filled out the attendee forms for the conference so that Kathy could send them in with a check. Julie and Terry will apply for scholarships this year.
- New Business
- National Library Week (April 10 – 16): Terry has purchased spring flowers for planters to be out front of the library and by Lisa Fortin's bench at the side entrance. There will be flowers at the front desk. The Friends will provide baked goodies at the desk all week for patrons. Terry has arranged for a special musical performance by jazz pianist Deborah Wyndham tonight, April 13th, as well.
- Circulation Policy review: This topic has been tabled until next month's meeting.
- AED update: Town hall paid for the necessary update, which Terry applied to our unit. It is now compliant until 2018.
- Exeter Area-GFWC – Discussion has been tabled until next month.
- Baby Changing Station: Apparently there was some confusion about this inquiry about putting a baby changing station in the rest room. No action will be taken at this time.
- Acceptance of Donations: The library received \$7.70 in donations from patrons, an anonymous donation of \$30.00 in memory of Ruth Bragg (a longtime former Library Assistant who recently passed away); \$272.25 from the Friends' Group for Stanley Steemer Carpet Cleaning; plus books and magazines. **Lynne moved to accept donations of \$7.70, \$30.00 in memory of Ruth Bragg, \$272.25 from the Friends, and books and magazines from patrons. Anne seconded the motion, which passed unanimously.**
- Friends' News: As noted above, the Friends are still discussing new rugs for the upstairs. They have also ordered some book bags to sell. The bags will have on them the sketch of the Gale Library building done by Carol Szot some time ago for our library cards. The Friends also approved discounted passes to the Seacoast Science Center and tickets for York's Wild Kingdom.
- Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
- Next Trustee Meeting: Wednesday, May 11, 2016 at 10:00 am.
- Meeting adjourned at 12:00 pm.

Respectfully submitted,

Anne D. Banks

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