



# 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

## November 9, 2016 Trustees of the Gale Library Minutes

### GALE LIBRARY

Established 1892

16 South Main Street

Newton New Hampshire 03858

(603) 382-4691

DATE: Wednesday November 9, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

#### MEETING MINUTES

I. Call to Order: 10:05 a.m.

II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, secretary; Terry Caswell, Director; Julie Lamere, Alternate.

III. Minutes from the Previous Meeting (October 12, 2016): **Lynne motioned to accept the minutes as written. Kathy seconded the motion. The motion passed unanimously.** Minutes from the Special Meeting (October 17, 2016): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The motion passed unanimously.** Minutes from the Nonpublic Meeting (October 17, 2016): **Lynne motioned to accept the minutes as written. Kathy seconded the motion. The motion passed unanimously.**

IV. Correspondence and Communications: Terry presented Kathy with the bank statement. She also gave Anne a letter from the patron who had expressed concern about safety issues around using the front steps to the porch in inclement weather. Anne read the letter aloud, the gist of which was that the patron was understanding of the situation and appreciated the efforts of the Trustees and Terry to make the patron's concerns heard at town hall.

V. Library Director's Report: Terry noted the donation by the Plaistow Library of the "Book of Newton, NH, Vital Records 1703-1879". The Trustees discussed the attendance at the many programs the library provided last month. We all congratulated Terry on the excellent use she makes of the facilities she has. **Lynne motioned to accept the Director's report as written. Anne seconded the motion. The motion carried unanimously.**

VI. Treasurer's Report: Kathy pointed out we have enough money left to take us through the first three months of the year, at which time the town's budget will be settled and we will receive our 2017 money. **Anne motioned to accept the Treasurer's report as written. Lynne seconded the motion, which passed unanimously.**

Unfinished Business

VII. Library Director's Annual Evaluation Review: Terry thanked the Trustees for their favorable review. She then signed her review.

VIII. Public Relations Policy Review and Signage: All present reviewed the Policy as revised from the draft. **Lynne motioned to accept the Public Relations Policy. Kathy seconded the motion. The motion passed unanimously. All Trustees then signed the Policy.**

IX. Little Library Structure Update: Terry had contacted Ron Lemere as to whether we would need a permit to install such a structure on Library property. She received an email back from Ron saying we did not need a permit. We discussed the need to monitor what materials the public puts into the Little Library, especially in the children's section. That would be one reason to keep the Little Library on our property, so that we would have easy access to maintain it.

X. Library Mission Statement Review: This item was tabled until our next meeting due to time constraints.

#### New Business

XI. Budget Hearing Review: Kathy was very prepared for all questions the Selectmen asked. She also made the point that the Library serves residents of all ages in Newton. Our proposed budget was approved as submitted. The approval is conditional until all other town department budgets have been reviewed.

XII. 2017 Holiday and Meeting Schedules: The Trustees agreed with Terry's request to close the Library early on the Wednesday before Thanksgiving this year, 2016. We have traditionally closed the Library at 4:00 p.m. instead of staying open until the normal 8:00 p.m. closing. We selected 11 holidays for 2017. Terry will put the holiday schedule in a document and distribute it to the Trustees. Lynne wrote down the 12 Wednesdays on which we will meet; she will create a document with that schedule and distribute it.

XIII. Facilities Maintenance: Terry attended the Joint Safety Committee and there was another discussion of access to the Library front walk and porch in inclement weather. Terry was asked to fill out 'form M' in order to request modifications including installing railings along the front walk and stairs. She will do so. Kathy suggested that Terry get some estimates to do the work so she is prepared with that information for the January meeting of the Joint Safety Committee. Considerations are under review concerning snow removal arrangements for the winter season. On another topic, the Emergency Management Inspector, Larry Foote, sent Terry a written report stating we had no building safety violations. We also discussed how to handle replacing the battery in the adult AED unit, which will expire early in 2017. Terry will order a new battery. Finally, we discussed what to do about the 2 air conditioners still in the windows, which are there because they are too heavy for anyone to move at this time. Terry has ordered a foam kit to help insulate them through the winter. Terry is thinking that, when the time comes, we could replace one of the large air conditioners with 2 small ones which are easier to move.

XIV. Acceptance of Donations: Patrons-\$6.30/DVDs/Books/Magazines; Deidre Carbonneau-4 puzzles, Plaistow Public Library-"Book of Newton, NH, Vital Records 1703-1879": **Lynne moved that we accept \$6.30 from patrons; DVDs/Books/Magazines from patrons; 4 puzzles from Deidre Carbonneau; and the "Book of Newton, NH, Vital Records 1703-1879" from Plaistow Public Library. Anne seconded the motion which passed unanimously.**

XV. Friends' News: The Friends would like to replace the carpeting on the first floor of the Library. They will start getting estimates for this project. They had a bake sale on November 8 at the election. Terry organized a Tea Party for them and all really enjoyed themselves. The Friends will also have a Holiday Gift Basket raffle in December.

XVI. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.

XVII. Next Trustee Meeting: Wednesday, December 14, 2016 at 10:00 am.

XVIII. Meeting adjourned at 12:00 p.m.

*Respectfully submitted,*  
*Anne D. Banks*

