



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

October 12, 2016 Trustees of the Gale Library Minutes

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GALE LIBRARY



DATE: Wednesday October 12, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- Call to Order: 10:05 a.m.
- In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, secretary; Terry Caswell, Director; Julie Lamere, Alternate.
- Minutes from the Previous Meeting (September 14, 2016): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The motion passed unanimously.**
- Correspondence and Communications: Terry had recently attended a meeting of the Joint Safety and Loss Management Committee, formerly the Safety Committee. She had brought with her the letter from a patron expressing concern about access to the front steps of the library and the book return bin during winter weather events, and asked if the town could provide better safety features such as railings or be more vigilant with snow and ice removal. The response from the committee was that there is no money in the budget for such work at this time. We discussed other options and decided to suspend fines for late book returns for this patron, or any other patron that has difficulty accessing the front steps during winter months. Anne will write a letter to this patron to let her know that Terry followed up with the town and what the outcome was. On another topic, Kathy asked if we had all received the latest newsletter from the NHLTA, which we had. Of particular interest was the article about the Langdon Library in Newington which ran a successful building campaign after having issues with one of the library's exterior doors.

- Library Director's Report: **Lynne motioned to accept the Director's report as written. Anne seconded the motion. The motion carried unanimously.**
- Treasurer's report: All of us were happy to see that we received \$865.77 in interest from the various Library trust funds being held for us by the Trustees of the Trust Funds. This money had been accumulating for almost a hundred years in some cases. **Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.**

Unfinished Business:

- Board of Trustees' Bylaws – Review and Signage: The amended Bylaws were reviewed one final time. **Lynne motioned to accept the Bylaws as written. Kathy seconded the motion, which passed unanimously.** The Bylaws were signed by the Trustees. Terry will file them with the other policies of the Library.
- Library Director's Annual Evaluation: Terry was given a copy of the evaluation for review. Lynne told her we were very happy with her performance and had, in fact, nominated her for the NHLTA Library Director of the Year Award this year. Unfortunately she did not win. We will discuss her review with Terry next month, after she has had a chance to review it.
- Capital Improvements Plan (CIP) Review: Terry presented the two projects we need done, a new roof and a new heating system, to the Capital Improvements Committee on September 27th. She was very well prepared for that meeting, having confirmed all quotes and specifics of both projects with the potential vendors. The CIP committee noted all of Terry's information and will continue to review the projects.

New Business

- Preliminary 2017 Budget Review: The Trustees reviewed all of the items on the form provided by the town with the exception of the Salaries line item. We will have a special budget meeting on Monday, October 17th at 10:00 a.m. to complete our Budget Review. Lynne will post the meeting notice as required by law.
- Public Relations Policy Review: We made several minor revisions to the policy as written. Terry will amend the policy to reflect these changes. We will vote on and sign the policy at the next meeting in November.
- Little Library Structure: We have a volunteer to construct a Little Library structure on our grounds. Lauri Gaudet's husband will provide the materials and build it. He will place it by the side entry way near the Memorial Bench for Lisa Fortin.
- Library Mission Statement Review: We will table this until our next meeting in November.
- Acceptance of Donations - Patrons - \$8.95/DVDs/Books/Magazines; **Lynne moved that we accept donations from patrons of \$8.95; also DVDs/Books/Magazines from patrons. Kathy seconded the motion. Motion passed unanimously.**
- Friends' News: A Tea Party will be held on October 18th in the Friends' honor to celebrate 'Friends of the Library Week'. The Friends will have a Halloween Party for the children on Trick or Treat night as usual. They will also have a Bake Sale at the election on Tuesday, November 8th, and are looking for donations of baked

goods and help at the bake table on Election Day either from 8-12 or 12-3. November 15th they will begin displaying Holiday Baskets at the Library for their raffle, which will be on December 16th.

- Monthly invoice Review and Initialing: Review and initialing was done at this meeting.
- Next Trustee Meeting: The next meeting will be on Wednesday, November 9, 2016 at 10:00 a.m.
- Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Anne D. Banks
Secretary

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