



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

September 14, 2016 Trustees of the Gale Library Minutes

GALE LIBRARY

Established 1892

**16 South Main Street
Newton New Hampshire 03858
(603) 382-4691**

DATE: Wednesday September 14, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- Call to Order: 10:10 am.
- In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, secretary; Terry Caswell, Director; Jean Maggio, Alternate.
- Minutes from the Previous Meeting (August 10, 2016): **Lynne motioned to accept the minutes as written. Kathy seconded the motion. The motion passed unanimously.**
- Correspondence and Communications: Terry provided us with the cover sheet to the new NHLTA Library Trustees' Manual that Kathy copied for each of the Trustees and alternates. Terry also received information on 2 NHLTA workshops being offered. None of us are planning on attending at this time.
- Library Director's Report: In addition to her report, Terry passed out a sheet from the Children's Librarian with some statistics from the Library's SRP (Summer Reading Program) figures. Kathy suggested posting the results of the Summer Reading Program on the Library's Facebook page. We all agreed that was a good idea. For our reference, Terry also gave us copies of a list that Carol Szot, a former Library Trustee, had compiled. This list showed warrant articles which referenced capital projects undertaken at the Library in past years. Terry also gave us invoices showing work that was done on smaller maintenance projects at the Library. In addition, Terry is working on a Maintenance Sheet that will keep all of this information organized in the future. We all thanked Terry for her excellent work on this. **Kathy motioned to accept the Director's report as written. Anne seconded the motion. The motion carried unanimously.**

- Treasurer's report: Kathy noted that we have spent 61.8% of our operating budget, which is on target for where we are in the year. Terry commented that we have spent approximately 69% of our budgeted salary dollars, also on target. Kathy mentioned that we have donation money that should be spent before the end of the year. Terry has not yet earmarked any of the donations for anything specific, but is keeping it in mind as she plans for the next few months. **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 Final Compilation: The amended Bylaws were reviewed for punctuation and grammar. Several minor changes were made. We agreed to vote on and sign the Bylaws at our next meeting in October. Terry will send an e-copy of the Bylaws out to us with the additional amendments made today. We will review the document she sends out a final time for any additional changes, so that we will have the final version in front of us when we vote on it at our October meeting. We are doing this in order to comply with Article 7 of the Trustee Bylaws which require a ten day written notice to all Trustees before voting on amendments to the Bylaws.
- Student Volunteer Update: The volunteer is continuing to work on the paper work. Terry will update us again next month.
- Art and Display Policy Review and Signage: The amended policy was reviewed by the Trustees and the Trustees signed the policy.
- Capital Improvements Plan Review: There was discussion of the two projects for which we will request funds: a new roof and a new heating system. Terry showed us the form each department needs to fill out for the town. We discussed how best to fill this form out for our projects. Terry had gotten a quote for the roof from Letoile Roofing. We all felt we needed clarification on the quote, so Terry will call Letoile to get that additional information. Terry is scheduled to appear at a CIP meeting on September 27 to discuss the Library projects. She will keep us advised.
- New Business
- Library Director's Annual Evaluation: Lynne gave each Trustee a copy of the form we will use. The Trustees will collaborate on filling out the form and will be prepared to discuss Terry's review with her at our next meeting in October.
- Library Mission Statement Review: We will table this until our next meeting in October.
- Public Relations Policy Review: We will table this until our next meeting in October.
- Acceptance of Donations - Patrons - \$4.05/DVDs/Books/Magazines; Clare Noury –Ceramic Coffee Creamer; Folders of America-Gale Library Folders. **Lynne moved that we accept donations from patrons of \$4.05; DVDs/Books/Magazines from patrons; Ceramic Coffee Creamer from Clare Noury; and Gale Library Folders from Folders of America. Kathy seconded the motion. Motion passed unanimously.**
- Friends' News: Yesterday the Friends held the first of 2 bake sales they had planned for the remainder of this year, one at each election scheduled this fall. Pat Estabrook, President of the Friends group, joined us briefly to let us know they raised \$640 dollars. We are all very pleased at the generosity of our community and the hard work of our Friends' group.

- Monthly invoice Review and Initialing: Review and initialing was done at this meeting.
- Next Trustee Meeting: The next meeting will be on Wednesday, October 12, 2016 at 10:00 am.
- Meeting adjourned at 11:50 am.

Respectfully submitted,

Anne D. Banks
Secretary