



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

July 13, 2016 Trustees of the Gale Library Minutes

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GALE LIBRARY



DATE: Wednesday July 13, 2016

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- Call to Order: 10:08 am.
- In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, secretary; Terry Caswell, Director.
- Minutes from the Previous Meeting (June 8, 2016): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The motion passed unanimously.** Minutes from the Public Hearing, June 10, 2016: **Lynne motioned to accept the minutes as written. Kathy seconded the motion, which passed unanimously.**
- Correspondence and Communications: All of the Trustees had received the latest NHLTA newsletter. Kathy informed us that most of the workshops from the NHLTA annual meeting have been posted on their website.
- Library Director's Report: **Lynne motioned to accept the Director's report as written. Kathy seconded the motion. The motion carried unanimously.**
- Treasurer's report. We are on schedule with Budget vs. Actual spending. All commended Terry on her excellent fiduciary management. **Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.**

Unfinished Business:

- Board of Trustees' Bylaws – Article V plus Article III, Section 4: There was discussion on suggested changes to the wording for these articles, which concern duties of the Director and Treasurer respectively. Lynne will write up all of our changes and send out a copy to all Trustees. We will review these at our next meeting. Lynne will put the review of Articles 6 and 7 on her agenda next month.
- TD Bank Fundraising Review: Lynne called TD Bank to get more information on this program. We do not currently qualify for it, as we are not a 501c organization nor do we have a business account with TD Bank, both of which are required of participating organizations.
- Library Entrance Door(s)/Locks: Terry has contacted the Building Inspector's office to request an inspection of the library roof and glass door. She checked with Town Hall to see if anything had changed regarding our request for new locks or entrance door, and was told again that there are no funds available.

New Business

- Hooksett Library Trustee Orientation Workshop: None of the Trustees or Alternates attended this workshop.
- Trustee Funds Review: Kathy suggested that we begin the process of requesting the interest accumulated in the Library trust funds be given to us as provided by law. Most of the funds are in CDs which will mature in September of this year, so the timing is right for the interest to be withdrawn. **Kathy moved that we ask the Trustees of the Trust Funds for remittal of the interest from the 3 CDs coming due in September of this year, and the interest on the one checking account trust fund, that belong to the library. Anne seconded the motion. Motion passed unanimously.**

AED/CPR Training: Terry noted that the library staff certifications for First Aid and for AED/CPR training will expire this summer. She has inquired of Town Hall as to when renewal certification training might be scheduled. Terry may need to use staff scheduled hours to get this training done, but we do have money budgeted for training. Terry will follow up with Mary Winglass on this.

Student Volunteer: Terry has a candidate for a student volunteer and would like to follow up with her. We all agreed she should pursue it and update us next month.

New Trustee Toolkit: We decided to table this until next month. In the meantime we will all review the materials we have already to see what we might be missing per the suggestions by the NHLTA in their newsletter.

- Acceptance of Donations - Patrons - \$11.00; Carpet Remnants Ed's Flooring; DVDs/Books/Magazines/Pencils/Markers; Hodgie's and What's the Scoop Ice Cream coupons – SRP; chair in memory of Lisa Fortin from Rick Fortin: **Lynne moved that we accept donations from Patrons of \$11.00; Carpet Remnants from Ed's Flooring; DVDs/Books/Magazines/Pencils/Markers from patrons; Hodgie's and What's the Scoop Ice Cream coupons for the SRP; and a chair in memory of Lisa Fortin from Rick Fortin. Kathy seconded the motion. Motion passed unanimously.**
- Friends' News: The Friends are planning to order another 25 book bags since they have proved quite popular; only 11 are left of the 50 ordered. The book sale last month raised about \$400. The Friends plan on having 2 more bake sales this year, one at each election scheduled this fall. They meet again in September.
- Monthly Invoice Review and Initialing: Review and initialing was done at this meeting.

- Next Trustee Meeting: The next meeting will be on Wednesday, August 10, 2016 at 10:00 am.
- Meeting adjourned at 11:52 am.

Respectfully submitted,

Anne D. Banks
Secretary

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