

# GALE LIBRARY



Established 1892  
16 South Main Street  
Newton New Hampshire 03858  
(603) 382-4691

DATE: Wednesday March 8, 2017  
TIME: 10:00am  
LOCATION: Gale Library, 16 S Main Street

## MEETING MINUTES

- I. Call to Order: 10:08 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director; Jeanne Maggio, Alternate.
- III. Minutes from the Previous Meeting (February 8, 2017): **Kathy motioned to accept the minutes as written. Lynne seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications: None reported.
- V. Library Director's Report: Some of the topics on Terry's report this month were covered later in the meeting. Please read further down for more information. **Kathy motioned to accept the Director's report as written. Anne seconded the motion. The motion carried unanimously.**
- VI. Treasurer's Report: Kathy noted that we can do no budgetary comparisons until the town votes on the budget on March 14. **Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion, which passed unanimously.**

### Unfinished Business.

- VII. Building Maintenance: Terry reiterated the three pending library projects: the repair of the railing at the top of the attic pull-down stairway, repairing the plow damage to the library building (both inside and outside) that occurred during last month's storm, and the fire exit stairway welding repair. These will all be done by town maintenance employees. In addition we hope to install railings on the front

walkway. Terry has estimates from contractors who can do the work on the walkway railings but has not moved ahead with it, pending financing the project. Tony is also hoping to construct a small bookshelf to ease overcrowding of materials in the J room.

### New Business

- VIII. Cell Phone Restrictions Policy Review: All present reviewed the policy. **Kathy moved to approve the current policy as written. Lynne seconded the motion, which passed unanimously. We will sign the policy at our next meeting.**
- IX. Community Posting Board Review: All present reviewed the policy. Minor changes in font and titles were suggested. **Lynne moved to approve the current policy as written, with cosmetic changes. Anne seconded the motion, which passed unanimously. We will sign the policy at our next meeting.**
- X. Trustee Toolkit Review (Spring 2016 Edition): The Trustees reviewed the list to see if we were missing any of the suggested materials. We all agreed the only item missing was a formal list of Trustee contact information. Kathy felt she had such a list and will send it to all of us.
- XI. National Library Week: This year National Library Week is the week of April 9-15. Terry has planned to decorate the library with flowers and ensure that goodies are on hand to celebrate. In addition, a Laughter Circle presentation is planned for April 10 at 6:30 p.m.
- XII. Volunteer Application: Terry informed us that she has a Story Hour Volunteer interested in helping Sue out on Tuesday mornings and possibly filling in on Fridays as well. She is in the process of completing the necessary paperwork. Terry asked if the Trustees would approve spending \$10 for the CORI report, which we all agreed she should do.
- XIII. NHLTA Spring Conference: The Trustees and Director reviewed the schedule for this year's meeting, and all were interested in attending. We encouraged Jeanne to attend some of the workshops suggested for new trustees. We all discussed the particular sessions we plan to sign up for. We will come prepared to fill out the registration forms and vote to fund attendance at our next meeting.
- XIV. Acceptance of Donations: Patrons-\$21.00; R. King-Drawer Organizer for Supplies: **Lynne moved that we accept \$21.00 from patrons and a Drawer**

**Organizer from R. King. Kathy seconded the motion, which passed unanimously.**

- XV. Friends' News: The Friends will have a bake sale during the March 14<sup>th</sup> election at town hall. They are all set with workers for the bake table that day but asked if we could help by baking goodies. They have had ongoing discussions with Terry as to how best to spend the money they have in their account. The Friends feel the first floor carpeting needs replacing, and Terry has begun getting estimates for that project. However, Terry feels there is another project that has more urgency: replacing the back door of the Library, including new locks. Kathy suggested that the Trustees should vote to accept a donation from the Friends for this purpose if one were forthcoming. **Kathy moved to accept a projected donation of up to \$2100 from the Friends for the purpose of replacing the back door to the Library, including new locks and keys for both the back door and the front door. Lynne seconded the motion, which passed unanimously.**
- XVI. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
- XVII. Next Trustee Meeting: Wednesday, April 12, 2017 at 9:30 a.m. Note the time change, which was done to accommodate a scheduling conflict.
- XVIII. Meeting adjourned at 11:55 a.m.

*Respectfully submitted,*

*Anne D. Banks*