

GALE LIBRARY



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

DATE: Wednesday December 13, 2023

TIME: 10:00am

LOCATION: Gale Library, 16 S Main Street, and Zoom Video Conference

MEETING MINUTES

- I. **Call to Order:** 10:20 a.m.
- II. **In Attendance:** Lynne Camp, Chairperson (Zoom); Kathy Meserve, Treasurer (Library); Anne Banks, Alternate Trustee (Library); Betty Bufano, Alternate Trustee (Library); Michelle Baker, Director (Library). Paula Noon, Secretary (Phone).
- III. **Minutes from the Previous Meeting (11/8/2023):** Lynne motioned to accept the minutes as written. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** None.
- V. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously.
- VI. **Library Director's Report:** After discussion, Lynne moved to accept the Director's report. Kathy seconded the motion, which passed unanimously.
- VII. **Citizens Input:** None.
- VIII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Room Statistics:** Statistics were reviewed. Visitor attendance was good. Youth Room activities had good participation, and a wide variety of activities/programs were offered.
 - b. **Facilities Review:** The building is set for winter. Michelle purchased replacement filters for two small air purifiers. She also spoke with Mark Botsch about taking four old computers to the transfer station for recycling.

c. **Staffing Review:** Michelle stated that the staff raises have been processed by the interim town bookkeeper and that back pay has been disbursed. Monthly schedules were reviewed.

d. **IT Update:** The library received an email from PRS Group that contained invoices but it was determined that those were due to a clerical error. However, PRS Group may still send us an invoice for remaining work.

e. **2024 Budget Review Update:** Kathy presented the proposed 2024 Library Budget at the 11/15/2023 Board of Selectmen's meeting and it was accepted for inclusion as part of the draft Newton 2024 budget. Kathy requested that the BOS Secretary revise the 11/15/2023 BOS minutes to state that the Library Trustees are contracting with a bookkeeping service, not creating an employee bookkeeping position.

f. **Status of Bookkeeper Service:** It was reported that Michelle and Kathy signed the contract with Automation Plus Bookkeeping Service to begin in January, 2024 for \$325/month.

g. **Approve Trustee Meeting Schedule/Holiday Schedule for 2024:** Michelle prepared the Gale Library Trustee Meeting Schedule and the Holiday Schedule for 2024. Lynne motioned to approve both schedules. Paula seconded the motion, which passed unanimously. Michelle will distribute the schedules at the library and the Post Office.

IX. **New Business:**

a. **Library Behavior Policy Review:** The Trustees reviewed and revised the policy. Michelle will present the final draft at the January meeting, when it will be voted upon.

b. **2024 Annual Reports:** The Library Annual Report is due to be submitted to the BOS Secretary and Interim Town Administrator by January 16, 2024. Michelle and Kathy will circulate draft copies of their reports to the rest of the Board prior to submission.

c. **Timeline for Town Meeting:** The Timeline for Town Meeting was reviewed. Consideration of four longstanding trust funds that benefit the Gale Library was tabled until a later date. These four trust funds are held by the Trustees of the Trust Funds.

d. **Encumbrances:** There were no encumbrances made.

e. **Friends' News:** The Friends will hold their Holiday Raffle drawing on December 15. There are 18 baskets, 4 gift cards, and 2 gift certificates. They are planning on having at least 2 election day bake sales next year.

- f. **Acceptance of Donations: Patrons-Books, Puzzles, Small Craft Supply Bins:** Lynne motioned to accept the donations listed above. Kathy seconded the motion, which passed unanimously.
 - g. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.
- X. **Next Trustee Meeting:** Wednesday, January 10, 2024 at 10:00 AM.
- XI. **Adjournment:** 11:38 a.m.

Respectfully Submitted,

Kathy Meserve, Treasurer/ Acting Secretary