

GALE LIBRARY



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

DATE: Wednesday, January 10, 2024

TIME: 10:00 am

LOCATION: Gale Library, 16 S Main Street, Newton, NH 03858 and Zoom Video Conference

MEETING MINUTES

- I. **Call to Order:** 10:08 am
- II. **In Attendance:** Lynne Camp, Chairperson (Phone); Kathy Meserve, Treasurer (Zoom); Betty Bufano, Alternate Trustee (Zoom); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library); Anne Banks, Alternate Trustee (Zoom); Carolyn Musyimi (Zoom)
- III. **Minutes from the Previous Meeting 12/13/2023:** Lynne moved to accept the minutes from 12/13/2023 as written. Paula seconded the motion. The minutes was accepted unanimously. **Note:** The minutes from 12/13/2023 was prepared by Kathy Meserve who substituted for Paula Noon at that meeting.
- IV. **Correspondence and Communications:** Everyone received a copy of the NHLTA newsletter.
- 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:** Lynne moved to accept the Director's report as amended. Kathy seconded the motion, which passed unanimously.
- VII. **Citizens Input:** None
- VIII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Statistics:** Statistics were reviewed. Visitor attendance was good. A wide variety of activities were offered during the month. Details of these events can be found in the Library Director's report.

- b. **Facilities Review:** Problems with the sanding/salting of the driveway/parking lot during a winter storm were discussed. Because of so much rain recently, Michelle will ask Mark to check to make sure the sump pump in the cellar is working efficiently.
- c. **Staffing Review:** Lauri Gaudet has submitted her resignation, effective 1/31/2024.
- d. **IT Update:** Michelle reviewed our license renewals with TechSoup and the updating of our ILL holdings with the State Library's interlibrary loan catalog. Due to a mistake on a submitted invoice, a new invoice from PRS group will be submitted for any outstanding services. A new laptop purchase is being considered to replace the Library Director's old one.
- e. **Bookkeeper Service Update:** Kathy and Michelle have met with Patricia Sarcione to discuss her bookkeeping services for 2024. Patricia is willing to assist with the annual report at the end of 2024 at no extra charge. She will officially begin her services January, 2024.
- f. **Review/Vote On/Sign Library Behavior Policy:** After a final review of the amended Library Behavior Policy, **Lynne moved to accept the revised Library Behavior Policy. Paula seconded the motion which passed unanimously.**

IX. **New Business:**

- a. **Review 2023 Annual Reports:** Michelle is still working on her report. Kathy is waiting on some information from the town bookkeeper to include salary statistics to her report.
- b. **Annual Storage of Secretary/Treasurer Reports (USB):** Paula and Kathy will store copies of their 2023 reports on USBs, provided by Michelle, to be kept at the library.
- c. **Municipal Committee for Town Hall/Library Complex:** Members agreed that more information was needed about both the proposal and the committee.
- d. **Magazine Subscription Service:** Michelle discussed the possibility of getting a magazine service to handle subscriptions/renewals for the library due to how time-consuming it is to keep track of over 30 subscriptions throughout the year. Revistis (\$644.00/yr.) and EBSCOhost were both mentioned as well known, reliable services.
- e. **Friends' News:** There will be a Bake Sale at the Primary on January 23rd from 8 – 2:30pm. There will be a Bake Sale during the March voting as well. The Friends' will not be meeting in February.

- f. **Acceptance of Donations: Patrons – Books, Puzzles, Craft Supplies, \$5.00 anonymous donation: Lynne moved to accept the donations listed above. Paula seconded the motion which passed unanimously.**
- g. **Monthly Invoice Review and initialing:** Initialing will be done at a later date.

Next Trustee Meeting: Wednesday, February 14, 2024 at 10:00 am.

Adjournment: 11:40 am

Respectfully Submitted,

Paula Noon, Secretary