

GALE LIBRARY



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

DATE: Wednesday, March 7, 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:** 10:09 am
- II. **In Attendance:** Lynne Camp, Chairperson (Gale Library); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library); Anne Banks (Zoom)
- III. **Minutes from the Previous Meeting 02/14/2024:** Lynne moved to accept the public session minutes from 02/14/2024 as written. Kathy seconded the motion, which passed unanimously. Lynne moved to accept the non-public session minutes from 02/14/24 as written. Paula seconded the motion which passed unanimously.
- IV. **Correspondence and Communications:** Lynne was presented with a thank you gift for her many years of service on the Board of Trustees as she steps down as Chairman of the Board.
- 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 written. 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 down this month due to staffing issues and bad weather closings. A variety of in-house activities were offered during the month. Details of these events can be found in the Library Director's report.

- b. **Facilities Review:** No issues reported. Mark took some old computer parts to the transfer station.
- c. **Staffing Review:** Several applications have been received concerning the open Library Assistant position. Interviews will take place in early March. The library was closed on February 6th due to not having enough staff/substitutes available for opening.
- d. **IT Update:** A Triplet representative will visit the library to review our IT setup, programs and equipment with Michelle. Staples will do a free assessment of Michelle's laptop to help decide if it can be easily fixed or needs to be replaced.
- e. **Bookkeeper Service Update:** Kathy and Michelle continue working with Patricia to establish the new bookkeeping workflow.

IX. **New Business:**

- a. **2023 Town Reports Available:** Michelle had copies of the Town and School reports available for anyone wanting them. Online copies are also available to the public.
- b. **Town Election:** The election will be held on March 12th.
- c. **National Library Week:** National Library Week will be April 7th – April 13th. Michelle and library staff are working on activity plans for the week.
- d. **NHLTA Annual Conference:** The annual NHLTA conference will be held on June 5, 2024.
- e. **OverDrive/Libby – Patron Use Changes Suggested by State Library:** Michelle explained several changes the State Library has suggested to help keep local library costs down in the use of OverDrive/Libby.
- f. **Friends' News:** The Friends did not meet in February, but did meet on March 5th. They planned for the Election Day Bake Sale on March 12th. Their next meeting will be April 9th.
- g. **Acceptance of Donations: Patrons – Books, Puzzles:** Lynne moved to accept the donations listed above. Kathy seconded the motion, which passed unanimously.
- h. **Monthly Invoice Review and initialing:** Initialing took place during the meeting.

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

Adjournment: 12:11 pm

Respectfully Submitted,

Paula Noon, Secretary