

## GALE LIBRARY



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

**DATE: Wednesday, July 13, 2022**

**TIME: 10:00 am**

**LOCATION: Gale Library, 16 S Main Street, Newton, NH 03858**

### **MEETING MINUTES**

- I. **Call to Order:** 10:22 am (due to technical difficulties); Gale Library and video Zoom /phone Conference
- II. **In Attendance:** Lynne Camp, Chairperson (via phone); Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Paula Noon, Secretary (Gale Library)
- III. **Minutes from the Previous Meeting (6/08/22):** Kathy motioned to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** Due to an illness of one of the staff scheduled to work today (7/13) substitutes were called to fill in. None were available so the library was closed for the day. Terry, whose last day was 7/12/22, has turned in her library laptop and keys to the building.
- V. **Library Director's Report:** The town will be paying for the work done by Kingston Electric. The installation of the 2 new computers & the 7 security licenses took place this past week. A renewal bill for the security licenses is due one year from now. **Lynne moved to accept the Director's report. Paula seconded the motion, which passed unanimously.**
- VI. **Treasurer's Report:** Paula moved to accept the Treasurer's report as written. Lynne seconded the motion, which passed unanimously.
- VII. **Unfinished Business:**
  - a. **Review Visitor Statistics; Youth Services Activities:** Wednesdays & Saturdays continue to be the busiest days but other days have grown in numbers. The

summer Reading Program has concluded. The youth craft kits will continue to be available on the front porch. Registration is still required for the in-person Story Time due to limited space conditions.

- b. **Facilities:** Paula was issued a new library key from Terry and returned her old one (#12). The alarm systems were inspected on 7/12/2022. Paula will get estimates for the replacement of the large Gale Library sign on the front of the building and will check with Diane at the Town Hall to see what the stipulations are for replacing it, if any.
- c. **Staffing Review: July/August Scheduling; Open Positions:** Terry has provided a work schedule for July, and tentative schedules for August, and September. A routine for staff to follow regarding coverage of shifts is needed to make sure all shifts will be covered by at least 2 staff members & by whom. Transition duties while the Library Director position is vacant include: Cait - newspaper, Facebook, YouTube coverage; Kathy - payroll with Lauri, website coverage and will check emails sent to Gale Library; Lynne - posting minutes & agenda; Paula - ordering library books/movies and posting minutes in library (bulletin board & official Minute's book).
- d. The search for a Youth Services Librarian is on hold for now; focus will be on finding a new Library Director. We have received only 2 applications, neither of which seemed a good fit for our particular needs. An updated job posting will be discussed (salary change) and additional postings in Massachusetts & Maine will be considered after the changes have been made.
- e. **Circulation Policy Review & Signage:** Kathy motioned to adopt and approve the Circulation Policy as amended. Lynne seconded the motion and it was adopted and approved unanimously.
- f. **Stipends:** Kathy motioned to give Lauri Gaudet a stipend for duties above her regular job description (I.e. payroll) and Caitlin Foucher a stipend for duties above her regular job description (I.e. Summer Reading program & other activities). Lynne seconded the motion, which passed unanimously.

#### VIII. New Business:

- a. **Adopt and Approve Library Director's Job Description:** Lynne motioned to adopt and approve the Library Director's Job Description. Paula seconded the motion and it was approved unanimously.

- b. **Change of Library Director's Posting:** After discussion, Kathy made a motion to change the proposed salary offer on the posting to be approximately \$60,000 commensurate with experience. Paula seconded it and the motion passed unanimously.
- c. **Acceptance of Donations:** Patrons- Books/Puzzles/Shells/Cake Pan; SRP Prizes: Chris' Pizza Box - Pizza Coupons; Stillwell's - Ice Cream Cones; Hodgies - Ice Cream Cones. Lynne motioned to accept the above list. of donations to the library. Seconded by Paula, the motion passed unanimously.
- d. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed before the meeting began.

IX. **Next Trustee Meeting:** Wednesday, August 10, 2022

IX. **Adjournment:** 11:52 am

Respectfully Submitted,

Paula Noon, Secretary