

GALE LIBRARY



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

DATE: Wednesday, August 10, 2022

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:15 am (due to technical difficulties); Gale Library and phone
- II. **In Attendance:** Lynne Camp, Chairperson (phone); Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Paula Noon, Secretary (Gale Library); Carolyn Musyimi-Kamau, Alternate Trustee (phone).
- III. **Minutes from the Previous Meeting (7/13/22):** Kathy moved to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** The summer NHLTA newsletter has arrived. Kathy will check to see if everyone is on the mailing list. Due to an increase in the demand of downloadable books, there is a possibility of an increase in price to the membership... yet to be determined.
- V. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously.
- VI. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Activities; Summer Read Program Statistics:** Wednesday & Friday were the busiest days this past month. Some weeks craft bags increased from 15 to 18 due to requests from patrons. There will be a couple of repeat activities by Cait due to popularity and patron requests. A question of whether Story Hour was still being held outside will be checked into. The Summer Reading Program offered several activities to our patrons. The two highest participation activities were the sea glass pendants and the Science Center presentation. One activity had to be canceled due to illness.

- b. **Facilities:** We are waiting for a proposal from the Newburyport Sign & Graphics company about the replacement of the large Gale Library sign above the front door. Paula will follow up with them to try to have the proposal for the next meeting. Twenty light bulbs were replaced in the first floor ceiling lights. There is a missing light cover that needs to be replaced. The front porch & stairs have been newly painted. Kathy will check with Mark to make sure the dehumidifier is working correctly. The two outage incidents that happened in July, causing the library to be closed, were not problems from within the library according to electric company workers.
- c. **Staffing Review - August Scheduling:** August coverage is set and Lauri is working on the September workers schedule.
- d. **Library Director position - status of search:** There have been nine applicants to date. Four initial interviews have been scheduled beginning August 11th.
- e. **PRS Group Computer Bill:** Kathy has still not received a bill for the new computers installed in early July.

VII. New Business:

- a. **Renewal of Wowbrary subscription: Paula moved to renew the library's subscription to Wowbrary. Seconded by Kathy, the motion passed unanimously.**
- b. **Printer Issues:** Since the outage occurrences in July, there have been some problems with scanning. Kathy and Lauri have been trying to rectify the situation.
- c. **Volunteer returning - new background check?** A request was sent for information concerning whether a new background check was needed for a returning volunteer after a two year absence. It was decided to proceed with doing one, rather than waiting for an answer before proceeding.
- d. **Acceptance of Donations: Patron: Multiple pairs of children's scissors - Lynne motioned to accept the above donation to the library. Paula seconded the motion and it passed unanimously.**
- e. **Friend's News:** Carol Szot donated a handmade quilt to the Friends to be raffled off during Newton's Old Home Day celebration or at a future bake sale.
- f. **Monthly Invoices Review and Initialing:** Invoices were reviewed and initialed during and after the meeting.

VIII. Next Trustee Meeting: Wednesday, September 14, 2022 at 10:00 am

IX. **Adjournment:** 11:22 am

Respectfully Submitted,

Paula Noon, Secretary