

GALE LIBRARY



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

DATE: Wednesday, October 12, 2022

TIME: 10:00 a.m.

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

MEETING MINUTES

- I. **Call to Order:** 10:03 a.m.; library/phone conference
- II. **In Attendance:** Lynne Camp, Chairperson (via phone); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Paula Noon, Secretary (Gale Library); Michelle Baker, Library Director (Gale Library)
- III. **Minutes from the Previous Meetings: 9/15/22 and 9/27/22 (Nonpublic and Public):**
Kathy motioned to accept the minutes of 9/15/22 as written. Lynne seconded the motion. The minutes were accepted unanimously. Kathy motioned to accept the Public minutes of 9/27/22 as written. Lynne seconded the motion and the motion passed unanimously. Lynne motioned to accept the Nonpublic session minutes of 9/27/22. Paula seconded the motion which passed unanimously.
- IV. **Correspondence and Communications:** Fire Chief John Alcadinho requested a head count of how many staff members need to be certified/re-certified in CPR/AED. Michelle will let him know by October 20th how many regular staff members need the training.
- V. **Library Director's Report:** Kathy moved to accept the Library Director's Report; Paula seconded it. The motion passed unanimously.
- VI. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion which passed unanimously.
- VII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Activities:** Visitor numbers were down from August. Several youth programs/activities were offered throughout the month with good participation.

- b. **Facilities:** The refrigerator and the ignitor on the furnace had to be replaced this month. Three fire extinguishers are being recharged. Mark will be doing the monthly AED checks for the library. He is also aware of a thermostat problem and a possible need for replacing 2 small broken windows that have been patched back into their frames. There are questions about the heating system at the library that need to be addressed. A new replacement for the outside Gale Library sign has been ordered from The Sign Center of Haverhill, MA. A tentative installation date is the first week of November.
- c. **Staffing Review: October Scheduling:** The October schedule was approved. The Library Director and Trustees will work to obtain a more permanent staffing schedule for the future.
- d. **Staffing Evaluations:** Evaluations have been written for 3 of the 5 regular staff members and in-person meetings with these staff members will be completed soon. Two regular staff members did not receive evaluations because they have been employed less than 3 months (a Library Assistant and the Library Director).
- e. **Review Communication with Schools:** Kingston & Newton Library Directors may meet quarterly with school Media Specialists to keep the public and school libraries up-to-date with each other. The Newton & Kingston public libraries will offer an afternoon story time for Bakie Pre-K students who attend the morning classes that, due to scheduling limits, do not get to attend the school media center program. The two public libraries will offer story time programs on alternate Wednesdays at 12:30 p.m. through January, 2023.
- f. **Technology Issues - Update:** Rick Samuelson from the PRS Group submitted a proposal for upgrading the computer technology at Gale Library. **Kathy motioned to move forward on parts of the proposal. Lynne seconded the motion which passed unanimously. Kathy motioned to move \$6000.00 from the Salary line to the Computer/IT Maintenance line in the 2022 Operating Budget. Seconded by Lynne, the motion passed unanimously.** Three other businesses were contacted for estimates, but, due to the short budget time frame, not enough information could be gathered for this year. It was decided to continue using PRS Group for this year and revisit this discussion for next year once all information can be gathered and compared.
- g. **Review 2023 Budget Proposal:** After reviewing the final proposal, **Kathy motioned to submit the 2023 Budget Proposal for consideration by the Selectmen. Paula seconded the motion and it passed unanimously.**

VIII. **New Business:**

- a. **Expense Form for Mileage, etc.:** Lynne made a motion to accept using the town's Trip & Meal Request for Payment form going forward. Kathy seconded the motion which passed unanimously.
- b. **Staff Break Procedure:** Tabled until next month's meeting.
- c. **Zoom Links for Future Meetings:** Michelle will check with Diane regarding the procedure for using the town's Zoom account for public meetings.
- d. **Friends' News:** The Friends did well with the Book Sale/Quilt Raffle held at Estabrook's Garage. There will be a Bake Sale/Quilt Raffle at the November 8th election. The drawing for the Quilt will be held on November 18th. A Basket Raffle will begin to be promoted starting in November. There will be a limit of 10 - 12 baskets in the raffle and winning tickets will be drawn on December 16th.
- e. **Acceptance of Donations:** Kathy motioned to accept some puzzles and books donated by a library patron. Seconded by Paula, the motion passed unanimously.
- f. **Monthly Invoices Review and Initialing:** Invoices were reviewed and initialed after the meeting.

IX. **Next Trustee Meeting:** Wednesday, November 9, 2022

X. **Adjournment:** 12:47 p.m.

Respectfully Submitted,

Paula Noon, Secretary