

GALE LIBRARY



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

DATE: Wednesday February 8, 2023

TIME: 10:00am

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

**MEETING MINUTES**

- I. **Call to Order:** 10:09 a.m.
- II. **In Attendance:** Lynne Camp, Chairperson (Zoom); Kathy Meserve, Treasurer (Library); Anne Banks, Alternate Trustee (Zoom); Betty Bufano, Alternate Trustee (Library); Michelle Baker, Director (Library). Paula Noon, Secretary (Zoom); Carolyn Musyimi , Alternate Trustee (Zoom).
- III. **Minutes from the Previous Meeting (1/11/2023):** Kathy motioned to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** Kathy circulated a thank you note from Michelle Baker, for her Christmas gift.
- 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:** After discussion, Lynne moved to accept the Director's report. Kathy seconded the motion, which passed unanimously.
- VII. **Unfinished Business:**
  - a. **Review Visitor Statistics; Youth Room Statistics:** Visitor numbers seem to be following a pattern that is similar to other months. Youth Room activities had good participation. Kathy mentioned recent Facebook posts and a newspaper article featuring Youth Room activities.
  - b. **Facilities Review, Furnace Quotes:** A replacement American flag was installed and the nearby tree was pruned so that it would not tear the flag. We have received two

estimates for a new furnace and are awaiting estimates from two more companies. The estimates are being forwarded to the Emergency Operations Committee to see if they would qualify for ARPA funding. An adult bicycle is locked to the bike rack by the side door. It has been there since mid-December. Michelle has posted a notice on Facebook regarding this and has also consulted with the police regarding a course of action.

c. **Staffing Review:** The Trustees thanked Michelle for the February and March staff schedules. It was noted that she is utilizing subs when needed and has consistent staffing patterns. On January 30, the library closed early so that the staff could attend the CPR training.

d. **IT Update:** Michelle will be contacting the PRS Group to coordinate a time when Rick can complete the contracted work. Michelle also plans to contact Triplet Computer Services from Concord, NH.

e. **CIP Survey Update:** Anne obtained references for the various library consultants and reported on this. She noted that there may be a retainer fee involved. After discussion, the Board decided to table this subject until May or June.

f. **Review and Vote PTO for Part-Time Employee Policy:** Kathy proposed language for revisions to the PTO for Part-Time Employee Policy. After discussion, the Board decided to work on the wording for another month. **Kathy motioned to notify the town's bookkeeper that employee Jo Caiazza should be awarded two weeks of PTO, i.e. 20 hours, effective February 13, 2023. Paula seconded the motion, which passed unanimously.**

#### VIII. **New Business:**

- a. **February 4 Deliberative Session and Upcoming Town Elections: New Default Budget, Candidates for Election for BOT, Candidates Night, Alternates Reappt.:** Kathy attended the Deliberative Session and reported on the proposed town budget and the default budget. The Selectmen revised the default budget prior to the deliberative session. The library default budget is now the same as the library's FY2022 budget, which results in a decrease in our salary and telephone line items. Kathy and Paula are listed as candidates for Library Trustee. There is a Newton Candidates Night planned for February 23. Anne, Betty, and Carolyn have all expressed their desire to continue as Alternate Trustees for the coming year. In March, Lynne will send a letter to the Selectmen, requesting that they be reappointed as Alternate Trustees.
- b. **Changes to Amazon Billing and Delivery Options:** Michelle was notified that in January, 2023, our Amazon Business Line of Credit would no longer be managed by Synchrony Bank. Amazon Business is now managed by American Express. Two aspects

to consider are the type of account we want to have (Business or Business Prime) and package delivery options. Michelle will list our street address first in the hopes of getting more packages delivered directly to the library. We will monitor our Amazon account options and revisit it at a later time.

- c. **Primex Cybersecurity Training for 3 Employees:** Michelle will arrange for the online Primex cybersecurity training for the three employees who have email access.
- d. **Review Collection Development Policy (Including Reconsideration Form):** This item is tabled until a later date.
- e. **Acceptance of Donations: Patrons – Books, Puzzles:** Lynne motioned that we accept donations of books and puzzles. Kathy seconded the motion, which passed unanimously.
- f. **Friends' News:** The Friends will resume their meetings on Tuesday, March 7. They have received a donation of another quilt, which will be raffled.
- g. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, March 8, 2023 at 10:00 AM.

X. **Adjournment:** 11:51 a.m.

Respectfully Submitted,

Kathy Meserve, Treasurer/ Acting Secretary