

## GALE LIBRARY



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

**DATE: Wednesday, April 12, 2023**

**TIME: 10:00 am**

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

### **MEETING MINUTES**

- I. **Call to Order:** 10:02 a.m.
- II. **In Attendance:** Lynne Camp, Chairperson (Zoom); Kathy Meserve, Treasurer (Library); Betty Bufano, Alternate Trustee (Library); Michelle Baker, Director (Library); Paula Noon, Secretary (Library); Anne Banks, Alternate Trustee (Library).
- III. **Minutes from the Previous Meeting (3/8/2023):** Lynne motioned to accept the minutes as written. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** Everyone received the NHLTA newsletter for March.
- V. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously. The Board of Selectmen have approved our request for our appropriation money but Kathy has not received the check yet. Michelle has been in touch with the new Bookkeeper to go over any changes in bookkeeping procedures.
- VI. **Library Director's Report:** After discussion, Kathy moved to accept the Director's report. Paula seconded the motion, which passed unanimously. Disappointment was expressed by the group for the Library Director's Report to the town not being included in the bound copy of the 2022 Town Report.
- VII. **Unfinished Business:**

- a. **Review Visitor Statistics; Youth Room Statistics:** Visitor numbers showed the month to be quite busy. Youth Room activities had good participation. Participation numbers have gone up since last year and the programming is constantly being adapted.
- b. **Facilities Review, Furnace:** No new information has been received from Trish McCarthy about the furnace situation. The air purifiers, purchased with ARPA funds, have been ordered but not received. A new AED system with new pads was purchased with ARPA funds and has been received. Mark will do the monthly checks on the system to make sure it is working properly. Following a request by staff, it was decided to remove the plastic safety shields around the staff's work areas now that the Pandemic has been officially declared over. The library has received 30 COVID test kits to hand out to patrons with possibly more to come.
- c. **Staffing Review:** Michelle, Cait, and Lauri have completed the review of the Primex Cybersecurity training.
- d. **IT Update:** Michelle is communicating with Rick from the PRS Group to coordinate a time when he can complete the contracted work.
- e. **Sign PTO policies for Part-Time and Full-Time employees:** The two policies, approved & voted on at the March 8<sup>th</sup> meeting, were signed by the Trustees.
- f. **National Library Week (4/23 – 4/29):** Various ideas were discussed to celebrate the week, including social media posts and giving staff name tags (which was requested by a staff member). While discussing name tags, new signage and a new library stamp (with the library's open hours and contact information) available from the same company were discussed.
- g. **NHLTA Annual Conference:** The annual NHLTA conference will be held on May 9, 2023 this year. Registration to attend ends April 21<sup>st</sup>. Michelle, Anne and Paula plan on attending. Kathy will send a check to cover registration costs.

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

- a. **Town Election Results 2023 Budget:** The town budget did not pass so the library will be working under a default budget for this year. Michelle will try to attend some of the Dept. Head meetings to keep abreast of developments of how things will work with the default budget.
- b. **Election of Library Board of Trustees Officers:** Lynne motioned to elect Kathy Meserve as Treasurer of the Board of Trustees. Paula seconded the motion

which passed unanimously. Lynne motioned to elect Paula Noon as Secretary of the Board of Trustees. Kathy seconded the motion which passed unanimously. Kathy motioned to elect Lynne Camp as Chairperson of the Board of Trustees. Paula seconded the motion which passed unanimously.

c. **Alternate Trustees Appointments:** Anne Banks, Betty Bufano and Carolyn Musyimi have been reappointed as Trustee Alternates.

d. **Carpet Cleaning:** The group discussed having the library carpets cleaned.

e. **Acceptance of Donations: Patrons** –Books, Puzzles, Coloring Books, \$6.25. **NH State Library** – 18 Professional Development Books, Sphero Indi Robot Car, 19 Children's Books. **Lynne motioned to accept the donations listed above from Patrons and the NH State Library. Paula seconded the motion, which passed unanimously.**

f. **Friends' News:** The Friends have asked the Board of Trustees for ideas on how they might help the library this year. Further discussion will take place.

g. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

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

X. **Adjournment:** 12:05 p.m.

Respectfully Submitted,

Paula Noon, Secretary