

GALE LIBRARY



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

DATE: Wednesday, May 10, 2023

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:07; Gale Library and video Zoom Conference
- II. **In Attendance:** Lynne Camp, Chairperson (via Zoom); Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library).
- III. **Minutes from the Previous Meeting (4/12/23):** Kathy moved to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** A NHLTA dues reminder was received.
- V. **Library Director's Report:** Kathy moved to accept the Director's report. Paula seconded the motion, which passed unanimously. Michelle will now send donation information to Lynne with other agenda items. Michelle went over what was covered in various workshops/meetings she attended throughout the month. The library now has a stamp containing the hours of operation, address, phone #, and website address that can be used to mark things such as the back of bookmarks... Michelle is still looking for an ADA-accessible space for a grant-funded summer program, but has a few places to contact.
- VI. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously. We have received the appropriation check from the Selectmen's office for operating expenses. Reimbursement for a damaged ILL book was received. It was decided to try a one year subscription to the Eagle Tribune. We are sharing the cost for the Book Page magazine with two other libraries.
- VII. **Unfinished Business:**

- a. **Review Visitor Statistics; Youth Services Activities:** It was another very busy month with good attendance in the children's programs. Wednesday evening crafts are very popular and help to bring in older children.
- b. **Facilities:** Baseboards were sprayed for carpenter ants. The air conditioners will be checked and made ready for the upcoming hot weather. New filters are on order but haven't arrived yet. It was noted that the driveway is getting much worse and needs attention.
- c. **Staffing Review:** Scheduling is running smoothly and any need for substitutes has been working out well.
- d. **IT Update:** A few areas still need to be finished but most of the work and updating have been completed. A few glitches need to be addressed due to the upgrading to Windows 11.
- e. **PTO Update:** PTO for employees should now be correct. Michelle will be able to verify if her PTO is now correct after tomorrow.
- f. **Carpet Cleaning:** Cleaning will take place on 5/16/2023 by A1 Carpet.

VIII. **New Business:**

- a. **Plans for Summer Reading Program:** "All Together Now" is this year's theme. There will be weekly raffles offered for adults and children's activities and prizes beginning around June 21st and running through the beginning of August. The first week of August will have a special ending program for the children but, they will still be able to log reading hours through the end of August. This summer, craft kits/bags will go back to being "first come first served" rather than saving them for specific people, to make it more fair for everyone.
- b. **NHLTA Conference Review:** Michelle, Anne, and Paula attended the conference this year and felt it was well worthwhile. Ideas and information from the conference were shared with the rest of the group. Book challenges and library policies addressing these challenges were the main topics of conversation. Conference members entered a contest during the conference and one of our trustees won \$100 for the library.
- c. **Acceptance of Donations: Books and Bookmarks:** Lynne motioned to accept books from patrons and Gale Library bookmarks from North Shore Bank. Kathy seconded the motion which passed unanimously.

- d. **Friends' News:** Members were given a spreadsheet of various places that might be considered for obtaining passes for patrons to use for visits. No decisions were made at this time.
- e. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, June 14, 2023 at 10:00 am

X. **Adjournment:** 11:35 am

Respectfully Submitted,

Paula Noon, Secretary