

GALE LIBRARY



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

DATE: Wednesday, September 13, 2023

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:01 am; Gale Library and Zoom Video Conference
- II. **In Attendance:** Lynne Camp, Chairperson (Zoom); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library).
- III. **Minutes from the Previous Meeting (8/9/2023):** Kathy moved to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** There have been several nice articles in the Carriage Towne News covering various activities/programs happening at the library.
- 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:** Kathy moved to accept the Director's report as written. Paula seconded the motion, which passed unanimously. August was the last month for porch pick-up craft kits. Materials and instructions for a craft relating to the weekly Story Time theme will be available in the upstairs Children's section for patrons to work on there or to take home. There are various pre-made craft kits for taking home available as well in the Craft Cart.
- VII. **Citizens Input:** None
- VIII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Activities:** Visitor attendance was good. The visitor statistics report will only show one year's worth of statistics for comparison from now on. A wide variety of activities/programs were offered,

making for another very busy month with good attendance in the children's programs. An ice-cream social was held to end the summer reading program.

- b. **Facilities Review:** The dehumidifier in the basement died on August 8th and was replaced August 15th. The company provided a rebate for the library to purchase the new one. All the alarms in the building are working. All fire extinguishers will be checked this month.
- c. **Staffing Review:** Substitutes & staff were able to cover all vacation days in August.
- d. **IT Update:** Rick from the PRS Group has finished all contracted IT work. Michelle is waiting for a couple more passwords & log-ins and an updated invoice. Michelle is working on finding a way to dispose of old electronic equipment.
- e. **Staff Evaluations Update:** Michelle will cover staff evaluations and the Trustees will cover Michelle's evaluation. All evaluations will be completed by the end of September.
- f. **Library Trust Funds Update:** Michelle will reach out to try to find out where the original documents for the trust funds are located.
- g. **NEA "Big Read" Program Update:** Gale Library is one of 50 NH libraries taking part in this program. There will be posters & handouts available for advertising the event and 40 copies of the book "The Bear" by Andrew Krivak to give out to patrons. A town-wide discussion of the book will be held on October 25th in the Town Hall.

IX. **New Business:**

- a. **Review Draft Programming and Display Policy:** A revised policy will be presented at next month's meeting for consideration and signing, if passed.
- b. **Plans for Upcoming Budget Review:** No information has been received from the Selectmen/Town Manager concerning the 2024 Budget Review yet. A discussion concerning finding a bookkeeper for the library and the costs involved will continue at our next meeting.
- c. **Plans for Plans for Non-Public Session to Vote on Raises:** No date has been set at this time.
- d. **Friends News:** The Friends will have a table and Basket Raffle at Newton's Old Home Day celebration on September 16th. The annual Book Sale will be held on Saturday, September 30th at Estabrook's Garage. The Friends have offered to cover the cost of updating the hours on the front lawn sign.

- e. **Acceptance of Donations: Patrons - Books and Puzzles:** Lynne motioned to accept the donations listed above. Kathy seconded the motion which passed unanimously.
- f. **Monthly Invoice Review and Initialing:** Invoices were signed during the meeting.

Next Trustee Meeting: Wednesday, October 11, 2023 at 10:00 am

X. **Adjournment:** 12:03 pm

Respectfully Submitted,

Paula Noon, Secretary