

GALE LIBRARY



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

**DATE: Wednesday, November 8, 2023**

**TIME: 10:00 am**

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

**MEETING MINUTES**

- I. **Call to Order:** 10:09 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); Anne Banks, Alternate Trustee (Gale Library).
- III. **Minutes from the Previous Meetings 10/11/23 and 10/18/23:** Kathy moved to accept the minutes from 10/11/23 as written. Lynne seconded the motion. The minutes were accepted unanimously. Lynne moved to accept the minutes from the 10/18/23 public meeting as written. Kathy seconded the motion. The minutes were accepted unanimously. Lynne moved to accept the minutes from the 10/18/23 non-public session as written. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** The Trustees received a thank you note from Jo Caiazza.
- 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:** Lynne moved to accept the Director's report as amended. Paula seconded the motion, which passed unanimously.
- VII. **Citizens Input:** None
- VIII. **Unfinished Business:**

- a. **Review Visitor Statistics; Youth Services Statistics:** Statistics were reviewed. Visitor attendance was good. A wide variety of activities/programs were offered, making for another very busy month. The “Trunk or Treat” program was very successful.
- b. **Facilities Review:** The new dehumidifier is working well. Mark has covered/stored the air conditioners for the winter. The outdoor rugs have also been stored for the winter.
- c. **Staffing Review:** Michelle is in the process of getting staff signatures for the Change in Rate of Pay forms. New staff name tags have arrived.
- d. **IT Update:** Michelle is waiting for the final invoice from PRS..
- e. **Library Trust Funds Update:** Michelle reported on her research about how the library could access some of the trust funds held by the Trustees of the Trust Funds. Paperwork containing findings and steps taken to gather information will be forwarded to Jim O’Mara at Town Hall.
- f. **2024 Budget Review Update:** Kathy will present the proposed budget to the Selectmen on November 15<sup>th</sup> at 6 pm.
- g. **Bookkeeper Contract Update:** A proposal from Patricia Sarcione for her bookkeeping services for 2024 has been received and accepted. It will be included in the 2024 library budget.

#### IX. **New Business:**

- a. **2024 Holiday Schedule and Trustee Meeting Dates:** Dates were set for library holiday closings and for Trustee meetings for the 2024 year.
- b. **Friends News:** The annual Basket Raffle will run from 11/15 – 12/15. Donations will be accepted up to December 1<sup>st</sup>.
- c. **Update Behavior Policy for Photography/Videotaping:** a proposal for modifying the Behavior Policy will be discussed at the next meeting.
- d. **Acceptance of Donations: Patrons – Books, Puzzles and Candy; Friends - \$220 for the outside sign and candy for Trunk or Treat; James Marino - \$100; NH Humanities - \$250 for Facilitator for the Big Read Book Discussion; NE Biolabs and Kristen Casali – Craft supplies for October Halloween Wreath Youth Program:** Lynne motioned to accept the donations listed above. Paula seconded the motion which passed unanimously.

- e. **Monthly Invoice Review and Initialing:** Invoices were signed during the meeting.
- f. **Next Trustee Meeting:** Wednesday, December 13, 2023 at 10:00 am

X. **Adjournment:** 11:58 am

Respectfully Submitted,

Paula Noon, Secretary