**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday February 9, 2022**

**TIME: 10:00am**

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

**MEETING MINUTES**

1. Call to Order: 10:08 A.M.
2. In Attendance: Lynne Camp, Chairperson (Library); Kathy Meserve, Treasurer (Library); Betty Bufano, Alternate Trustee (Zoom); Terry Caswell, Director (Library). Betty Bufano served as Acting Trustee.
3. Minutes from the Previous Meeting (1/19/22): **Lynne motioned to accept the minutes as written. Kathy seconded the motion. Minutes were accepted unanimously.**
4. Correspondence and Communications: N/A
5. Library Director’s Report: **After discussion, Kathy moved to accept the Director’s report. Lynne seconded the motion, which passed unanimously.**
6. Treasurer’s Report**: Lynne moved to accept the Treasurer’s report as written. Betty seconded the motion, which passed unanimously.**
7. Unfinished Business:
   1. Review Statistics for Curbside Service/Visitors:
      1. Terry reports that in the month of January, in person visitors decreased and curbside orders increased. We discussed possible causes, which included the weather, holiday closings, the local omicron virus surge.
   2. Facilities:
      1. Pest End performed the monthly inspection this week. No issues were noted.
      2. Cait has been utilized as the substitute Winter Maintenance Assistant this month, due to the snow and ice. Terry has been communicating with Diane Morin, BOS Secretary, to request assistance from Mike Pivero, Road Agent, regarding the library’s sanding needs.
      3. Terry will investigate the size and prices of Post Office boxes at the Newton Junction Post Office, and the Post Office hours, to see if they would be a better option for the library.
      4. The library is experiencing a phone outage of several days duration. Terry has been in contact multiple times with Windstream and has escalated our complaint. The Trustees have asked Terry to investigate other landline phone vendors.
      5. Terry explained that there are 4 library computers that use Windows 8, which will lose Microsoft support in January, 2023. The Trustees discussed possible replacement options.
   3. Staffing Review/Open Positions: Although there have been several applications submitted for the Youth Services Librarian position, the Trustees would like to continue their search for a candidate. Terry has drafted a posting to be submitted to local news outlets, once prices and other information have been obtained. Possible newspapers include the Carriage Towne News and the Lawrence Eagle Tribune.
8. New Business:
   1. March Scheduling: The Trustees reviewed the Proposed March, 2022 Schedule, which is the same as the February schedule, with the exception that Cait will not be cleaning. The town has hired a cleaning service that will clean the library.
   2. Open Library Trustee Positions: Amanda Smart resigned from her Library Trustee position, effective January 31, 2022. Thus, there are one Trustee position and one Alternate Trustee position open. We discussed strategies for filling these positions. Lynne will arrange publicity at Sargent Woods and Terry will consider possibilities from among library patrons.
   3. 2022 Mileage Rate**: Kathy motioned to accept the town’s 2022 Mileage Rate of $0.585 per mile. Lynne seconded the motion, which passed unanimously**.
   4. Public Relations Policy Review: The Trustees reviewed the Public Relations Policy. Terry will send out the amended policy for next month’s meeting, at which time the Trustees will vote to accept it and sign it.
   5. Challenged Books: Lynne and Kathy will form a committee to review the library’s Complaint Policy and Complaint Form. Lynne and Kathy cited Reconsideration Policies from several other towns’ libraries.
   6. Acceptance of Donations: Patrons – Valentine Decorations, books, and craft supplies. **Lynne motioned that we accept donations of Valentine decorations, books, and craft supplies. Kathy seconded the motion, which passed unanimously.**
   7. Friends’ News: The Friends will be meeting later today at the library. Terry plans to mention the possibility of their funding a new computer for the library and also a possible silent bake sale around the time of local elections.
   8. Monthly Invoice Review and Initialing: Invoices were reviewed and initialed at the meeting.
9. Next Trustee Meeting: Wednesday, March 9, 2022 at 10:00 AM.
10. Adjournment: 11:31 AM.

Respectfully Submitted,

Kathy Meserve

Kathy Meserve, Acting Secretary