

GALE LIBRARY



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

DATE: Wednesday, April 13, 2022

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:00 A.M.
- II. **In Attendance:** Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Alternate Trustee; Betty Bufano, Alternate Trustee; Terry Caswell, Director; Paula Noon, Secretary; Carolyn Musyimi-Kamau, Guest. *Carolyn and Terry not in attendance during non-public session.
- III. **Non-Public Session:** Lynne motioned to convene Non-Public Session and the motion was seconded by Kathy. Acceptance vote was unanimous. Non-Public Session under RSA 91-A:3, II (a) Compensation began at 10:01 AM. * Minutes were recorded by Kathy and Lynne. The Non-Public Session ended at 10:29 AM. Lynne motioned that all matters be kept confidential until in the opinion of the majority of the board the circumstances no longer apply. One exception is to release to the bookkeeper the information needed for her records. Kathy seconded the motion to seal the minutes. The motion passed unanimously.
- IV. **Minutes from the Previous Meeting (3/9/22):** Lynne motioned to accept the minutes as written. Paula seconded the motion. The minutes were accepted unanimously.
- V. **Correspondence and Communications:** Terry discussed a Zoom program entitled "Healthcare Workers Discuss Health Effects of Climate Change" to be presented on 5/19/22 at 7PM. It will be publicized via library news outlets such as FaceBook. Lynne suggested another hybrid workshop being presented by the NH Municipal Assoc. entitled "Right to Know" being held on 4/28/22 from 9-1. Committee members interested should contact Kathy or Lynne. Lynne introduced the newest Library Trustee Newsletter to the group & discussed the NHLTA conference coming up for anyone who wanted to attend this year. Committee members wanting to attend should contact Kathy or Lynne. Lynne &

Terry received an email from the town Master Plan committee asking for input from the library about present/future needs of the town's Public Library. Anne will head up the Trustee's committee to gather information about what is needed by the Master Plan committee from the Trustees with assistance from Terry. Copies of the email from the town will be forwarded to other members by Lynne.

VI. Library Director's Report: After discussion, Kathy moved to accept the Director's report. Paula seconded the motion, which passed unanimously.

VII. Treasurer's Report: Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously.

VIII. Unfinished Business:

a. Review Statistics for Curbside Service/Visitors:

- i. After discussing Terry's reported statistics, it was decided to keep the Curbside Service on a limited basis as an extension of the "Hold" service provided by the library. A Curbside Stat report will no longer be required due to the low numbers. The Visitor stat report and the Youth Services Stat report are still needed for valuable information connected to staff needs, hours.... To help alleviate part of the staff workload due to staff and hour shortages, it was decided that the "wipe-down" station for incoming books protocol will no longer be used. A sign-up program for craft bags will be instituted for a better count on the number of bags & supplies needed for them.

b. Facilities:

- i. Lengthy discussion on storage problems for donations, prizes, meeting chairs & tables... Attic storage unavailable (not safe); Small storage shed has rodent problems; No extra space. Terry will look into costs to rent space at a storage unit.
- ii. Eight new chair pads have been purchased to cover the folding, metal meeting chairs. After checking into changing to a different Post Office due to a possible \$10.00 raise in fee being charged, it was decided to stay with the Newton Post Office.
- iii. Road Agent will be trimming some tree branches and help with putting up a new flag.

- c. **Staffing Review: May Scheduling; Open Positions; Job Postings:** For May, Terry will keep the same schedule as in April as long as the staff numbers and hours stay the same. Terry's objective is to get the library back to its original schedule before the COVID pandemic. The search for a Youth Services Librarian is ongoing. Posting of the job will reopen after Easter. Research is also being done on wage differentials between Library Assistants and Youth Services Assistants. Research on job descriptions of Youth Services Assistants compared to Youth Services Librarians is also being investigated in case the Youth Services Librarian position cannot be filled.
- d. **Acceptance of Public Relations Policy:** Lynne motioned to accept the **Public Relations Policy. Kathy seconded the motion and it was voted in unanimously.**
- e. **Computer Upgrades:** Terry shared information provided by the PRS Group, Inc. of Salisbury MA concerning pricing, special packages, suggestions for cybersecurity ... After discussing other possible alternatives it was decided more information was needed.

IX. New Business:

- a. **Spring 2022 NHLTA Conference:** The NHLTA 2022 Spring Conference will be held on Tuesday, May 10, 2022 from 8AM - 3:45 PM at the Grappone Conference Center in Concord. Members should contact Kathy or Lynne if interested.
- b. **Trustee appointment Letters:** All submitted Trustee appointment letters have been approved. All appointees have been officially sworn in.
- c. **Open Library Trustee Positions:** There is one Alternate Trustee position open. Carolyn Musyimi-Kamau, who is attending today's meeting, has agreed to be appointed an Alternate Trustee. Lynne will submit a recommendation to the BOS to appoint her as a Library Alternate Trustee until the next town election.
- d. **Acceptance of Donations: Patrons -** Box of crafting popsicle sticks. **Lynne motioned that we accept the donation of the box of crafting popsicle sticks. Paula seconded the motion, which passed unanimously.**

- e. **Friends' News:** Computer purchases are under consideration for updated models. Renewal of discounted Seacoast Science Center passes was approved. They will expire in March, 2023. Condolences have been sent to the family of Joan Lightizer who passed away recently. A variety of craft books will be purchased for the library in remembrance of Joan. Monetary donations are also being accepted by the Friends in memory of Joan. Fundraising activities at this time include the sale of Gale Library Book Bags and the planning for a Fall Book Sale.

- f. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed after the meeting adjourned.

X. **Next Trustee Meeting:** Wednesday, May 11, 2022 at 10:00 AM.

XI. **Adjournment:** 12:34PM.

Respectfully Submitted,

Paula Noon, Secretary