

## GALE LIBRARY



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

**DATE: Wednesday, May 11, 2022**

**TIME: 10:00 am**

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

### **MEETING MINUTES**

- I. **Call to Order:** 10:03 am (Gale Library and Zoom Video Conference)
- II. **In Attendance:** Lynne Camp, Chairperson; Anne Banks, Alternate Trustee; Betty Bufano, Alternate Trustee; Terry Caswell, Director; Paula Noon, Secretary. Betty served as acting Trustee in place of Kathy Meserve.
- III. **Minutes from the Previous Meeting (4/13/22):** Lynne motioned to accept the Public minutes as amended. Betty seconded the motion. The minutes were accepted as amended unanimously. Lynne motioned to accept the Nonpublic minutes as written. Paula seconded the motion. The motion passed unanimously.
- IV. **Correspondence and Communications:** Terry updated the current directory.
- V. **Library Director's Report:** Lynne moved to accept the Director's Report. Paula seconded the motion. The motion passed unanimously.
- VI. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Betty seconded the motion. The motion passed unanimously.
- VII. **Unfinished Business:**
  - a. **Review Visitor Statistics; Youth Services Activities:** Wednesdays and Saturdays are still the busiest days, however, evening visitors are low. Fridays are picking up. The numbers may improve more now that the knitting club will be meeting 3 Fridays a month. The evening book club's new meeting time is 4:00 - 5:30. Their next meeting is scheduled for June 27th. Youth services will continue virtual services with hopes to have more in-person visits. It was decided to go back to making 12 craft bags for outside pickup with no signup.

- b. **Facilities:** Terry will speak to Mark Lighter about some molding replacement, checking out the condition of a dehumidifier, painting the porch floor and stairs. She will ask his opinion about the large Gale Library sign on the front of the library (repaint or replace). More information is needed about the historical designation of the library building (because of the vinyl siding) and the small sign that needs replacing. The Historical Society will be contacted for more information. The Cube Smart Storage information will be kept as a reference source. Storage needs are on hold for now. We are waiting on the town for information concerning an air purifier.
- c. **Staffing Review: May/June Scheduling; Open Positions; Job Postings:** Alice, Sue, and Cathy have agreed to continue as substitutes. Josephine Caiazza will be offered a library assistant position if she can cover hours needed and passes a background check. Trustees need to work on a job description for a Youth Services Library Assistant position in case a Youth Services Librarian cannot be found; need to research wage scale for a YSLA. Terry will try to get back to a 32 hour schedule for June if she can find coverage for the hours. She will post the Youth Services Librarian position again on the free sites.
- d. **Computer Upgrades:** The Friends wish to cover funding of the PRS group proposal for 2 new computers for the library. **After discussion, Lynne moved to accept the PRS proposal for 2 new computers funded by the Friends. Paula seconded the motion. The motion was approved unanimously.**

#### **VIII. New Business:**

- e. **Spring 2022 NHLTA Conference:** The NHLTA 2022 Spring Conference was held on Tuesday, May 10th, and attended by Paula. She will send links of the conference programs/notes, when made available, to the rest of the trustees. Paula will also send a link of the “Right To Know” virtual workshop held on April 28th to the trustees.
- f. **NHLTA Trustee Orientation Workshop:** This workshop will be held on June 13th in Concord from 10:00 to 2:00 and is free; Must register by June 8th.
- g. **Master Plan - CIP Review:** Set up a virtual/telephone meeting for Terry, Anne, and Carolyn to work on this.
- h. **2022 Summer Reading Program:** Sign-ups begin May 24th. The four week program begins June 13th and runs through July 9th. It will have a sea theme called “Oceans of Possibilities”. Several in-house activities are being planned for the children. There will be weekly drawings for adults.

- i. **Acceptance of Donations: books, seashells, and audiobooks** - Lynne motioned that we accept the donation of seashells, books, and audiobooks. Paula seconded the motion. The motion passed unanimously.
- j. **Friends' News:** Friends will be meeting on Tuesdays at 1:00 once a month. The group will run a book sale in the Fall and will also possibly have a bake sale.
- k. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed after the meeting adjourned.

VIII. **Next Trustee Meeting:** Wednesday, June 8, 2022 at 10:00 am.

IX. **Adjournment:** 11:56 am

Respectfully Submitted,

Paula Noon, Secretary