

GALE LIBRARY



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

DATE: Wednesday, June 08, 2022

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:25 A.M. (due to technical difficulties); Gale Library and video Zoom Conference
- II. **In Attendance:** Lynne Camp, Chairperson (via Zoom); Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Terry Caswell, Director (Gale Library); Paula Noon, Secretary (Gale Library); Carolyn Musyimi-Kamau, Alternate Trustee (Gale Library).
- III. **Minutes from the Previous Meeting (5/11/22):** Lynne motioned to accept the minutes as written. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** Trustees received a letter of resignation from Library Director Terry Caswell; Effective date July 12, 2022. Must send to the town Bookkeeper, in writing, a decision on what official Paid Time Off (PTO) Policy (Town or Library) the Trustees will be following for Terry.
- V. **Library Director's Report:** Lynne moved to accept the Director's report. Paula seconded the motion, which passed unanimously.
- VI. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously.
- VII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Activities:** Monday & Wednesday continue to be the busiest days. Preparations for the Summer Reading Program continued. Several activities in-house, outside, and via Zoom took place throughout the month. Twelve weekly (except for one week) youth craft kits were

available on the front porch. Registration is still required for the in-person Story Time due to limited space conditions.

- b. **Facilities:** Kingston Electric has been contacted to fix a lighting problem in the downstairs Reading room; Terry will ask for an estimate from them for an outside outlet. A complaint about the bottom part of the driveway will be checked out. Terry is waiting to hear back from Mark Lightizer for information concerning some maintenance issues. Terry will try to get an estimate from a local sign company for the replacement & installation of the large Gale Library sign on the front of the building.
- c. **Staffing Review: July/August Scheduling; Open Positions:** Terry has provided a work schedule for July and is working on an August work schedule. She informed the board that Josephine (Jo) Caiazza had passed a background check for an open Library Assistant position. **Kathy made a motion to hire Jo Caiazza as a Library Assistant at Grade 4, Step 1 (\$12.89/hr) effective 6/8/2022. Lynne seconded the motion, which passed unanimously.** She will be working 8 hours per week. The search for a Youth Services Librarian will be postponed for now and focus will be on finding a new Library Director. A job posting notice & revised Job Description will be posted as soon as possible. A private email will be used to accept email applications for the Director's position to ensure confidentiality.
- d. **Master Plan – CIP Review:** Anne sent a final copy to Diane at Town Hall who will forward it to Annie Collyer, chairperson of the Master Plan.

VIII. New Business:

- a. **Annual Investment Policy Review and Signage:** Kathy moved to accept the Investment Policy as written. **Seconded by Paula, the motion was approved unanimously.** Anne signed in place of Lynne who attended the meeting via Zoom and was not present in-house.
- b. **Circulation Policy:** will be edited and voted on at next meeting. **Kathy motioned that the library will no longer collect late fines. Paula seconded the motion and it passed unanimously.** Late fines will be officially discontinued. Replacement costs/consequences for lost, damaged, or non-returned materials will remain in place.
- c. **Transition Plans:** Plans for the Summer Reading Program are complete and sign-ups have begun. Information is needed in order to compensate Cait for the extra hours/coverage of extra duties with a stipend. If no new director is in place after 7/12/2022: staff may be asked to help with extra duties and will be

compensated with a stipend to be determined by Trustees. Terry is revising an up-to-date information binder for the new Director; Trustees will help to temporarily cover some duties: Lynne – agenda, postings; Kathy – payroll; Paula – book ordering.

- d. **Acceptance of Donations: Friends- \$2790.00 for 2 computer upgrades & 7 security licenses; Patrons – Books; Water Country – SRP Prizes (2 day passes):** Lynne motioned to accept the above list of donations to the library. Paula seconded the motion and it passed unanimously.
- e. **Friends' News:** A thank-you note will be sent to the Friends for the purchase of the two computers, installation, and 7 security service licenses (\$2790.00 value). Friends are back on a Tuesday meeting schedule. They will have a luncheon in July in place of a meeting.
- f. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed before the meeting began. Anne signed in place of Lynne who attended via Zoom and was not present in-house.

IX. **Next Trustee Meeting:** Wednesday, July 13, 2022 at 10:00 A.M.

X. **Adjournment:** 12:26 P.M.

Respectfully Submitted,

Paula Noon, Secretary