

GALE LIBRARY



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

DATE: Wednesday, January 11, 2023

TIME: 10:00 a.m.

LOCATION: Gale Library, 16 S Main Street, Newton, NH 03858 and Zoom Video Conference

MEETING MINUTES

- I. **Call to Order:** 10:13 a.m.
- II. **In Attendance:** Lynne Camp, Chairperson (via Zoom); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Paula Noon, Secretary (Gale Library); Michelle Baker, Library Director (Gale Library); Anne Banks, Alternate Trustee (via Zoom)
- III. **Minutes from the Previous Meetings:** Lynne motioned to accept the minutes from the 12/14/2022 meeting as written. Kathy seconded the motion which passed unanimously. Kathy motioned to accept the minutes from the special 12/28/2022 meeting. Lynne seconded and the motion passed unanimously.
- IV. **Correspondence and Communications:** A new newsletter from NHLTA was received in December. A nice article about the library was in this week's Carriage Towne News. Paula mentioned the library has been putting some good informational posts on Facebook about available visitor passes to patrons and activities taking place in the children's area.
- 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 Library Director's Report; Kathy seconded it. The motion passed unanimously.
- VII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Activities:** Visitor numbers seem to be following the same pattern as previous months. It was noted that visitor

numbers have made a big gain from last December to this December. Several fun activities were offered throughout the month with good participation.

- b. **Facilities Review:** Pest End provided its monthly maintenance; a few new storage bins were purchased and seem to be working well for storage in the basement; a new historical designation sign marking the library as the former Village Primary School has replaced the old one; a new paper towel dispenser was installed in the bathroom; Mark brought a sand/salt mixture for the steps and driveway. Michelle is waiting to hear back from Trisha McCarthy about possible ARPA funding to cover the cost of fixing the front cement steps and buying a new furnace. She is also waiting to hear back about the air purifiers ordered earlier in the year.
- c. **Staffing Review: January Scheduling:** The January schedule is set. Most staff shifts are now 4 hours in length. The in-person AED/CPR training will take place on January 30th at the Safety Complex in Newton. Five library staff members will be participating in the 2-4 hour training. Due to the 5:00 p.m. start time, the library will close at 4:30 that day to allow staff to arrive at the training center on time.
- d. **IT Update:** Michelle will contact Rick Samuelson from the PRS Group about getting various contracted jobs done asap. Access to two of the Microsoft Licenses has expired and Michelle will need to renew them before Rick can install them on the public computers. After the work is completed, all the computers will be updated to Windows 11. Michelle will request another quote from Triplet Computers for possible IT work in 2023.
- e. **CIP Survey Update:** Anne suggested that we drop the MB&A proposal and just consider the proposals from Deb Hoadley & Scott Campbell for consideration as their proposals are more in line to what we are looking for in the way of conducting a town-wide survey. Anne will contact references of both people and get back to the trustees at the next meeting. She will ask them to provide copies of their proposed contracts as well.
- f. **2022 Annual Reports:** Kathy and Michelle handed in their annual reports on time to the Town Administrator.
- g. **Storage of 2022 Treasure Reports and Secretary's Minutes (USB):** Kathy and Paula will transfer copies of all their 2022 reports to USBs and give them to Michelle who will store them in a fire-proof box at the library. An SSD external drive will be used in addition to the USBs. Second copies will be stored at a different location as yet to be determined.

VIII. New Business:

- a. **Timeline for 2023 Town Meeting: Deadline for Candidates; Alternate Reappointments:** Dates to declare candidacy for Library Trustee positions is between 1/25/2023 and 2/03/2023. Paula is up for a 2-year position and Kathy is up for a 3-year position. The Board must submit names to the selectmen for alternates.
- b. **Continuation of Curbside Service:** Kathy motioned to discontinue curbside pickup of books except for special circumstances. This will not affect porch pickups of children's crafts. Seconded by Paula, the motion passed unanimously. Accommodations when needed can be arranged by phone.
- c. **Review of PTO Policy:** After discussion on making changes to the old policy, it was decided to write up a new proposal to be presented & voted on at the next meeting.
- d. **Review Collection Development Policy (including Reconsideration Form):** A committee made up of Lynne, Kathy, Michelle & Paula will begin to gather information from other libraries and organizations to use as a starting point to update our library's policy.
- e. **Acceptance of Donations: Patrons -** \$200 donation from Kristy Lacroix. Lynne motioned to accept the above donation. Kathy seconded the motion which passed unanimously
- f. **Friends' News:** Winners of the 14 Gift Baskets and 7 Gift Cards were picked on Friday, December 16th. The next Friends meeting will take place in March.
- g. **Monthly Invoices Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, February 8, 2023.

X. **Adjournment:** 11:48 a..m.

Respectfully Submitted,

Paula Noon, Secretary

