

GALE LIBRARY



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

DATE: Thursday, September 15, 2022

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:05 am; library/phone conference
- II. **In Attendance:** Lynne Camp, Chairperson (via phone); Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Paula Noon, Secretary (Gale Library); Michelle Baker, Library Director (Gale Library)
- III. **Minutes from the Previous Meetings: 8/10/22 and 9/1/22 (Nonpublic and Public):**
Lynne motioned to accept the minutes of 8/10/22 as written. Kathy seconded the motion. The minutes were accepted unanimously. Kathy motioned to accept the public minutes of 9/1/22 as written. Lynne seconded the motion and the motion passed unanimously. Lynne motioned to accept the Nonpublic session minutes of 9/1/22. Paula seconded the motion which passed unanimously.
- IV. **Correspondence and Communications:** The Business Line of Credit program for Amazon will be discontinued as of 1/10/2023. We will look into what other options will be available to us when doing business with Amazon when this program ends (invoice, credit card...). Michelle will look into putting information about up-coming-events at the Gale Library on the Eagle Tribune's calendar for outreach to the community. She will look into possibly having the Tribune & Carriage Town News newspapers available at the library for patrons, both hardcopy and electronic.
- V. **Treasurer's Report:** Paula moved to accept the Treasurer's report as written. Lynne seconded the motion which passed unanimously.
- VI. **Unfinished Business:**

- a. **Review Visitor Statistics; Youth Services Activities:** Going forward, Michelle will prepare this report. Kathy will go over it with her. We will keep an eye on the 6-8 pm time slots over the next month or so to see if the number of visitors during that time period increases. The idea of a Mom/Child program was discussed; Further consideration will be needed to accommodate a program like this due to staffing issues... Due to confusion with when the library is open, Michelle will move the hours to the top of the website to help people find them more easily. Youth Services: 15 craft kits per week were prepared. Story Time is probably going to be held indoors from now on due to changing weather conditions & the easing of COVID restrictions. Crafts done at story time, instead of at home, will probably begin again now that story time will be back inside.
- b. **Facilities:** The annual Form O inspection will be done by Mark Botsch now. This inspection helps the town get a discount on the cost of insurance. A new dehumidifier was purchased for the basement. A new light cover was purchased & installed to replace a missing cover in the downstairs reading room. Mark Botsch has ordered a new, outside lightbulb for the side entrance and has cleaned up the spiderwebs near the door entrance. A used file cabinet was given to us to replace a broken cabinet in the Director's office. We are waiting to hear from Tricia McCarthy about receiving possibly 5 air purifiers. Paula will attempt to find a different company to create a new sign to replace the old Gale Library sign. Anne offered to approach someone she knows who paints to see if he might consider doing the sign.
- c. **Staffing Review: September Scheduling:** Lillian McCormack has resigned her position as a Library Assistant. Jo Caiazza will take over her hours. Lillian has agreed to stay on as a substitute. Elinor Murphy has begun working as a volunteer for the library.
- d. **Library Director Position Filled:** A new Library Director has been hired and began her new position September 12, 2022. Michelle Baker was officially welcomed to Gale Library by the Trustees and Trustee Alternates.
- e. **Printer/Computer Issues Update:** Rick Samuelson from the PRS Group spent a day at the library to address current problems with the printers and wireless connections. He also did a thorough examination of each computer, gathering information to determine a path forward to bring the library's technology system up-to-date & to get it in good working order. Security concerns will also be addressed in his proposal. Paula will ask Rick to get his proposal to the Trustees by October 1st in order to use the information for budgetary purposes. It was decided to purchase a Domain address using the name galelibrary.org while it is

still available. Rick will be asked to help us with this as well. Other IT providers were discussed and may be contacted to compare provided services, costs, etc. Michelle will be putting minutes on the town website from now on.

VIII. **New Business:**

- a. **Staffing Evaluations:** only the 3 Library Assistants will be evaluated this year. The evaluations will be done in September by Trustees using the town evaluation form.
- b. **Communication with Schools - New Library cards:** Michelle will get in touch with the Media Specialist for Bakie to discuss how they will work together, along with the Kingston Library, to get new child patrons signed up for their 1st library cards.
- c. **Acceptance of Donations:** Kathy made a motion to accept a check from James Marino to be used to purchase children's books. Paula seconded it. The motion passed unanimously.
- d. **Friends' News:** Friends did well with the Bake Sale/Raffle at the Primary voting site.
- e. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, October 12, 2022 Note: A special meeting will be held 9/27/2022 at 1:00 pm to work on budget issues.

IX. **Adjournment:** 12:47 pm

Respectfully Submitted,

Paula Noon, Secretary