

GALE LIBRARY



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

DATE: Wednesday, March 8, 2023

TIME: 10:00am

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

MEETING MINUTES

- I. **Call to Order:** 10:06 a.m.
- II. **In Attendance:** Lynne Camp, Chairperson (Zoom); Kathy Meserve, Treasurer (Library); Betty Bufano, Alternate Trustee (Library); Michelle Baker, Director (Library); Paula Noon, Secretary (Library).
- III. **Minutes from the Previous Meeting (2/8/2023):** Lynne motioned to accept the minutes as written. Paula seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** Kathy mentioned two nice library articles in the Carriage Towne News submitted by Cait. Kathy also informed the Board about what took place at the Selectmen's meeting which included the hiring of a new Board of Selectman's Secretary & a Town Bookkeeper and a change in hours for someone to be considered a full-time employee to the town. Estimates for a new furnace and possible coverage by ARPA will be discussed by the Emergency Operations Committee next week.
- 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:** After discussion, Lynne moved to accept the Director's report. Kathy seconded the motion, which passed unanimously.
- VII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Room Statistics:** Visitor numbers showed the month to be quite busy. Youth Room activities had good participation. Ideas of how to promote activities for better participation of the upper elementary and teen populations were discussed.

- b. **Facilities Review, Furnace Quotes:** Michelle has been in contact with Trisha McCarthy about the air filters being provided by ARPA to the library. She has also forwarded a few more estimates from companies about replacement of the library furnace to Trisha and the ARPA committee. The library fire alarm has had new batteries installed which should last until 2026. One other battery will be replaced next year. Mark pruned some branches from a tree near the new American Flag to prevent it from being damaged. He also cleared snow from the front walkway and stairs.
- c. **Staffing Review:** Michelle will get together with Cait & Laurie, who have Primex accounts, to review Cyber Safety information. Staff are happy with their work schedules and substitutes have been available when needed.
- d. **IT Update:** Michelle will be contacting the PRS Group to coordinate a time when Rick can complete the contracted work.
- e. **Review and Vote PTO for Part-Time Employees Policy:** Lynne motioned to accept the newly revised Part-Time Employee PTO policy section of the Personnel Policy. Kathy seconded the motion, which passed unanimously.

VIII. New Business:

- a. **Review and Vote on PTO for Full-Time Employee Policy:** Lynne motioned to accept the newly revised Full-Time Employee PTO policy section of the Personnel Policy. Paula seconded the motion, which passed unanimously.
- b. **Annual Audit:** Kathy has organized and submitted all the information for the annual CPA audit.
- c. **National Library Week 2023 (April 23 – 29):** Various suggestions for the week were discussed.
- d. **NHLTA Annual Conference:** The annual NHLTA conference will be held on May 9, 2023 this year. Registration to attend ends April 21, 2023.
- e. **Acceptance of Donations: Solar glasses from SEAL:** Lynne motioned to accept a donation from Seal of solar glasses. Paula seconded the motion, which passed unanimously.
- f. **Friends' News:** The Friends will provide a bake sale and quilt raffle at the town elections. They will resume their monthly meetings on Tuesday, March 7.

g. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, April 12, 2023 at 10:00 AM.

X. **Adjournment:** 11:28 a.m.

Respectfully Submitted,

Paula Noon, Secretary