

## GALE LIBRARY



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

**DATE: Wednesday, June 14, 2023**

**TIME: 10:00 am**

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

### **MEETING MINUTES**

- I. **Call to Order:** 10:00; Gale Library and Zoom video Conference
- II. **In Attendance:** Lynne Camp, Chairperson (Gale Library); \*Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Zoom); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library). \*Kathy Meserve had to leave at 11:45 and Betty Bufano covered her absence for the rest of the meeting.
- III. **Minutes from the Previous Meeting (5/10/23):** Lynne moved to accept the minutes as amended. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** A notice about an upcoming Trustee Orientation workshop on July 17<sup>th</sup> was received. An article from the Boston Globe was brought to the members attention.
- V. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously. We have signed up for a Staples Advantage Business account which will allow us to pay Staples by invoice.
- VI. **Library Director's Report:** Lynne moved to accept the Director's report as amended. Kathy seconded the motion, which passed unanimously.
- VII. **Unfinished Business:**
  - a. **Review Visitor Statistics; Youth Services Activities:** Visitor attendance continues to rise. It was another very busy month with good attendance in the children's programs.

- b. **Facilities Review – Panic Buttons; Outdoor Sign:** Michelle reviewed the locations of the Panic Buttons with the staff. The Panic Buttons were tested by the Police Chief. Some other suggested safety recommendations were to have security cameras on both floors, security alarms, and keyless entry with codes. After discussion, **Lynne made a motion to accept the proposal from Fast Signs of Plaistow, NH to update the incorrect days/hours information on the outdoor sign for \$225.00. Paula seconded the motion which passed unanimously.** Paula will inform Fast Signs of the decision to go forward with their proposal.
- c. **Staffing Review:** Scheduling is running smoothly and vacation coverage is being worked out.
- d. **IT Update:** Times have been scheduled for Rick from the PRS Group to finish our contracted IT work.
- e. **Summer Reading Program Update:** Michelle provided a nice calendar outlining a wide variety of special programs/activities for all ages during this year's summer Reading Program. The Summer Reading Program will run from June 21st through August 26<sup>th</sup> for youth and June 21<sup>st</sup> through August 2<sup>nd</sup> for adults.
- f. **Collection Development Policy Update including procedure for book challenges:** Tabled until next meeting. Michelle will provide a rough draft to a committee to be formed before the next Trustee's Meeting. Anne will put together a work committee to meet before the next Trustee's meeting.

VIII. **New Business:**

- a. **Volunteer Policy revision:** After discussion, it was decided to proceed with the policy we have in place for now. Approval was given for Michelle to take on a sixteen-year-old volunteer for the summer following the current policy guidelines minus the Youth Employment Certificate and the picture ID requirements, which are not required by current NH state laws. Michelle will provide a draft for a revised Policy for the next meeting. **Kathy made a motion for Michelle to proceed with acquiring the volunteer for the summer and Lynne seconded it. The motion passed unanimously.**
- b. **Investment Policy annual review:** Lynne motioned to approve the Investment Policy for the current year. Paula seconded the motion. The motion passed unanimously and the Policy was signed by the Trustees.

- c. **Public Comment Section addition to agenda:** A committee will be formed to create a rough draft for consideration at the next meeting.
- d. **Acceptance of Donations: Patrons - Books and Puzzles:** Lynne motioned to accept the donation of books and puzzles from patrons. Paula seconded the motion which passed unanimously.
- e. **Friends' News:** A book sale will be held in the Fall. The Friends have voted to fund museum passes to the Children's Museum of NH, Bedrock Gardens, Strawberry Banke Museum, and the SEE Science Museum. They will also cover the costs of the carpet cleaning, flowers planted outside, the new stamp with the library's hours and contact information, outdoor carpet, and a bookshelf in memory of Joan Lightizer. Trustees have been invited to join the Friends at a luncheon in July.
- f. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, July 12, 2023 at 10:00 am

X. **Adjournment:** 11:53 am

Respectfully Submitted,

Paula Noon, Secretary