

GALE LIBRARY



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

DATE: Wednesday, July 12, 2023

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:04 am; Gale Library and Zoom Video Conference
- II. **In Attendance:** Lynne Camp, Chairperson (Gale Library); Kathy Meserve, Treasurer (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library).
- III. **Minutes from the Previous Meeting (6/14/23):** Kathy moved to accept the minutes as amended. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** All members received a copy of the latest NHLTA newsletter. Kathy shared some Carriage Towne News newspaper articles about the Gale Library and its programs. Members also acknowledged the great coverage on Facebook of activities/programs taking place at the library.
- 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 Director's report as amended. Kathy seconded the motion, which passed unanimously. Michelle reviewed what was discussed at the Department Heads meeting.
- 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; Dehumidifier:** Mark is monitoring the old dehumidifier in the basement frequently to make sure it is working until a new dehumidifier can be purchased. Michelle reviewed information about what has taken place with the Panic Buttons in the library. The Panic Buttons were tested by the Police Chief. There is some concern over the response time that needs to be addressed. Some suggested safety recommendations were... to have the Buttons attached under the counters, to have security cameras on both floors, to have security alarms, and to have keyless entry with codes. Fast Signs was notified that their proposal was accepted and they can move forward with updating the Days/Hours section on the front lawn sign. The chimes on both emergency exit doors were not working. One needed new batteries and the other unit needed to be replaced.
- c. **Staffing Review:** Scheduling is running smoothly and vacation coverage is being worked out. Staff are being reminded to use their PTO hours.
- d. **IT Update:** Rick from the PRS Group still has to finish up a few more details on our contracted IT work.
- e. **Summer Reading Program Update:** The summer reading program is going very well with good participation. All the activities/programs are up and running except for the online logging which will be working soon.
- f. **Citizens Input Policy Draft:** Kathy motioned to accept the new Citizens Input Policy as written. Lynne seconded the motion which passed unanimously.
- g. **Volunteer Policy revision:** Lynne motioned to accept the revised Volunteer policy and Kathy seconded the motion. It passed unanimously.
- h. **Collection Development Policy Update including procedure for book challenges:** A committee, including Anne, Lynne, and Michelle, has been formed to work on a draft for an updated Collection Development Policy.

VIII. **New Business:**

- a. **Acceptance of Donations: Patrons - Books and Puzzles; Kristy Lacroix – \$200; NHLTA (Raffle) - \$100; Home Depot – 24 Paving Stones, gallon of concrete paint, 3 sample sizes of colored paint; 5 rolls of painter’s tape, paint can opener and multiple stirrers:** Lynne motioned to accept the donations from patrons listed above. Paula seconded the motion which passed unanimously.

- b. **Friends' News:** Friends will have a table at the upcoming Newton Olde Home Day on September 16th. The annual Book Sale will be held on Saturday, September 30th. The Friends are sponsoring an on-going youth program teaching loom knitting, beginning on July 19th with Laura MacDougall. Attendees will be encouraged to attend future loom knitting programs on the third Wednesday of each month and at the Friday afternoon Yarn Club meetings.
- c. **Monthly Invoice Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, August 9, 2023 at 10:00 am

X. **Adjournment:** 11:48 am

Respectfully Submitted,

Paula Noon, Secretary