

GALE LIBRARY



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

DATE: Wednesday, August 9, 2023

TIME: 10:00 am

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

**MEETING MINUTES**

- I. **Call to Order:** 10:00 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 (7/12//23):** Lynne moved to accept the minutes as written. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** All members received a copy of the latest NHLTA newsletter.
- 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 written. Paula seconded the motion, which passed unanimously. Paper copies and handouts of an "Age- Friendly Community Survey", put out by the Rockingham Planning Commission and the Rockingham Nutrition Meals on Wheels Program, are available in the library.
- VII. **CitizensInput:** None
- VIII. **Unfinished Business:**

- a. **Review Visitor Statistics; Youth Services Activities:** Visitor attendance continues to increase. A wide variety of activities were offered, making for another very busy month with good attendance in the children's programs.
- b. **Facilities Review:** The dehumidifier in the basement died and is going to be replaced with a new one. The company will provide a rebate for us to purchase the new one. Michelle will check to see when the sump pump was serviced last. There is still no word on the status of getting security cameras for the library.
- c. **Staffing Review:** Substitutes were able to help cover several vacation days in July.
- d. **IT Update:** Rick from the PRS Group has finished all contracted IT work. Michelle just needs to receive some information concerning some passwords and updated invoices.
- e. **Summer Reading Program Update:** The summer reading program activities are winding down and will officially end August 26<sup>th</sup>.
- f. **Vote on Collection Development Policy draft: Kathy motioned to accept the newly revised Collection Development Policy. Paula seconded the motion which passed unanimously.**
- g. **Vote on Request for Reconsideration Form draft: Kathy motioned to accept the revised Request for Reconsideration Form. Paula seconded the motion which passed unanimously.**

IX. **New Business:**

- a. **Wowbrary Renewal:** The Trustees agreed to continue using the Wowbrary program for the next year.
- b. **Annual Staff Evaluations:** Michelle will complete yearly evaluations with each staff member; Trustees will complete Michelle's yearly evaluation. Completed evaluations are due by the end of September.
- c. **Plans for Library Card Sign Ups in September:** Various activities are being considered at this time.
- d. **Acceptance of Donations:** Patrons - Books and Puzzles; Plaistow Area Commerce Exchange (PACE) - \$75.00; Hodgies Ice Cream – 25 gift certificates; Chris' Pizza Box – 5 gift certificates; NH Humanities/National Endowment for the Arts Big Read – 40 paperback copies of "The Bear" by Andrew Krivak . **Lynne motioned to accept the donations listed above. Kathy seconded the motion which passed unanimously.**

e. **Monthly Invoice Review and Initialing:** Invoices will be signed at a later date.

X. **Next Trustee Meeting:** Wednesday, September 13, 2023 at 10:00 am

XI. **Adjournment:** 11:40 am

Respectfully Submitted,

Paula Noon, Secretary