

GALE LIBRARY



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

DATE: Wednesday, October 11, 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 (Zoom); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library).
- III. **Minutes from the Previous Meeting (9/13/2023):** Kathy moved to accept the minutes as written. Lynne seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** All trustees have received 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.
- VII. **Citizens Input:** None
- VIII. **Unfinished Business:**
  - a. **Review Visitor Statistics; Youth Services Statistics:** Visitor attendance was good. A wide variety of activities/programs were offered, making for another very busy month with good attendance in the children's programs. Participation in the NEA Big Read program has begun. Forty copies of *The Bear* by Andrew Krivak have been distributed to interested patrons and various statewide programs will be hosted by the 50 NH libraries taking part in this program through November.

- b. **Facilities Review:** The new dehumidifier is working well. The fire extinguishers and the oil tank have been inspected. A parking lot light bulb was replaced. The driveway entrance way and area near the dumpster have been patched. Mark will be covering the air conditioners for the winter.
- c. **Staffing Review:** Staffing schedules for October and November were reviewed.
- d. **IT Update:** The contracted invoice has been paid. A final invoice for some extra work should be received by November 15<sup>th</sup>.
- e. **Staff Evaluations Update:** All annual evaluations have been completed.
- f. **Library Trust Funds Update:** Michelle reported on her research about how the library could access some of the trust funds held by the Trustees of the Trust Funds.
- g. **Review/Sign Programming and Display Policy:** Kathy motioned to accept the revised policy. Lynne seconded the motion which passed unanimously. The Trustees then signed the policy.
- h. **Budget Review Update:** The Trustees are waiting for more information from the Board of Selectmen before considering adding a line item for a bookkeeping service.
- i. **Plans for Non-Public Session (re Raises):** A special non-public meeting will be held on Wednesday, October 18<sup>th</sup> at 10:00 am in the library.

#### IX. **New Business:**

- a. **Bookkeeping Service for the Library:** Michelle and Kathy met with Patricia Sarcione to discuss her bookkeeping services. We are waiting for her to submit a proposal for review.
- b. **Friends News:** The Friends had a table at Newton's Old Home Day celebration on September 16<sup>th</sup>. The annual Book Sale was held on Saturday, September 30<sup>th</sup> at Estabrook's Garage. The annual Basket Raffle will run from 11/15 – 12/15.
- c. **Acceptance of Donations: Patrons – Books, Craft Supplies, and Puzzles:** Lynne motioned to accept the donations listed above. Paula seconded the motion which passed unanimously.
- d. **Monthly Invoice Review and Initialing:** Invoices were signed during the meeting.

**Next Trustee Meeting:** Wednesday, November 8, 2023 at 10:00 am

X. **Adjournment:** 12:41 pm

Respectfully Submitted,

Paula Noon, Secretary