

GALE LIBRARY



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

DATE: Wednesday, February 14, 2024

TIME: 10:00 am

LOCATION: Gale Library, 16 S Main Street, Newton, NH 03858 and Zoom Video Conference

MEETING MINUTES

- I. **Call to Order:** 10:07 am
- 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); Mary Riordan, Guest (Gale Library)
- III. **Minutes from the Previous Meeting 01/10/2024:** Lynne moved to accept the minutes from 01/10/2024 as written. Kathy seconded the motion. The minutes were accepted unanimously.
- IV. **Correspondence and Communications:** Thank you notes were received from Lauri Gaudet and Michelle Baker. A copy of a thank you letter to the Carriage Towne News from Michelle Baker on behalf of the Gale Library was passed around during the meeting.
- 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. Kathy seconded the motion, which passed unanimously.
- VII. **Citizens Input:** None
- VIII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Statistics:** Statistics were reviewed. Visitor attendance was down this month due to a number of holiday and bad weather closings. A variety of in-house activities were offered during the month. Details of these events can be found in the Library Director's report.

- b. **Facilities Review:** Issues concerning snow removal were discussed.
- c. **Staffing Review:** Lauri Gaudet's last day as a Library Assistant was 1/31/2024. Michelle has posted the position and is accepting applications. Lillian McCormack has resigned her substitute position.
- d. **IT Update:** All PRS invoices have been received and paid. Triplet will be used for IT coverage this year. A Triplet representative will visit the library to review our IT setup, programs and equipment with Michelle.
- e. **Bookkeeper Service Update:** Kathy and Michelle are working with Patricia to create a schedule for her.
- f. **Annual Storage of Secretary/Treasurer Reports (USB):** Michelle has received the information from Kathy and Paula which will be put on a USB and stored.

IX. **New Business:**

- a. **February Deliberative Session/Upcoming Town Elections:** Mary Riordan has submitted her name to run for the 3-year term opening for a Gale Library Trustee. Town Elections will be held on March 12, 2024. No warrant article pertaining to a new Town Hall/Library complex was submitted for this year's election.
- b. **Change of Date for March Trustees Meeting:** The Trustees March meeting will be held on **Thursday, March 7, 2024** at the Gale Library and via Zoom.
- c. **Friends' News:** The Primary election's Bake Sale was very successful. There will be another Bake Sale held at the Town elections on March 12th. Suggestions of things the Friends are considering to sponsor were discussed. The Friends' will not be meeting in February. The next meeting will be in March.
- d. **Acceptance of Donations: Patrons – Books, Puzzles; SAU17-1 Filing Cabinet; Dover Public Library – 2022 World Book Encyclopedia set:** Lynne moved to accept the donations listed above. Paula seconded the motion, which passed unanimously.
- e. **Monthly Invoice Review and initialing:** Initialing took place during the meeting.

X. **Non-Public Session under RSA91-A:3, II (c):** Lynne made a motion to enter Non-Public session under RSA91-A:3, II (c). Kathy seconded the motion, which passed unanimously. The Non-Public session convened at 11:26 am.

XI. **Public Session Reconvened:** Lynne motioned to leave Non-Public session and return to Public session. Paula seconded the motion, which passed unanimously. Public session reconvened at 11:57 am.

Sealing of Minutes:

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, **unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board,** or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Kathy moved to seal the Non-Public minutes per (RSA 91-A:3 IIc) and was seconded by Paula. The motion passed unanimously.

Next Trustee Meeting: Thursday, March 7, 2024 at 10:00 am.

Adjournment: 12:00 pm

Respectfully Submitted,

Paula Noon, Secretary