**GALE LIBRARY**

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday March 9, 2022**

**TIME: 10:00am**

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

**MEETING MINUTES**

1. Call to Order: 10:10 A.M.
2. In Attendance: Lynne Camp, Chairperson (Library); Kathy Meserve, Treasurer (Library); Anne Banks, Alternate Trustee (Library); Betty Bufano, Alternate Trustee (Zoom); Terry Caswell, Director (Library). Paula Noon, Guest (Library); Anne Banks served as Acting Trustee.
3. Minutes from the Previous Meeting (2/9/22): **Lynne motioned to accept the minutes as written. Anne seconded the motion. The minutes were accepted unanimously.**
4. Correspondence and Communications: Terry read a thank you note from Amanda Smart. Terry also mentioned that our next Zoom program, Birth of Rock and Roll, is being held on Thursday, March 24, at 6:30pm.
5. Library Director’s Report: **After discussion, Lynne moved to accept the Director’s report. Anne seconded the motion, which passed unanimously.**
6. Treasurer’s Report**: Anne moved to accept the Treasurer’s report as written. Lynne seconded the motion, which passed unanimously.** The town auditors examined the library’s financial records from FY2021 and returned them, with no comments or questions.
7. Unfinished Business:
   1. Review Statistics for Curbside Service/Visitors:
      1. Terry reports that in the month of February, in person visitors increased slightly and curbside orders decreased. During this time, there were several weather events, which could have affected the number of visitors. The library had no telephone service from February 5-22, which further could have affected our curbside service. Terry is recommending one more month of curbside service and then possibly discontinuing. Youth Room Circulation statistics increased over the last month.
   2. Facilities:
      1. After a prolonged telephone outage, Terry has arranged to change the library phone service to Comcast. A 36-month service term is indicated on the paperwork.
      2. Snow removal has not been a problem this month, due to the efforts of our substitute Winter Maintenance Assistant and the town road crew.
      3. Terry will report at a later date about Post Office box options.
      4. Pest End performed the monthly inspection this week. No unusual issues were noted.
   3. Public Relations Policy Review and Signage:

The trustees signed the Public Relations Policy. Terry will send the trustees a signed copy of the policy.

* 1. Staffing Review: April Scheduling; Open Positions; Job Postings: For April, Terry has proposed to increase open hours from 26 to 28 per week. Cait will temporarily increase her hours to 12 hours/week in the library and 2 hours/week remote craft preparation. The library will be open Wednesday evenings until 8 pm, with Betty and Cait staffing it. In April, the Youth Room will resume in-person Story Time, with pre-registration and a 10-person cap. Terry will be conducting a telephone interview of a possible candidate for Youth Services Librarian. During the last month, advertisements for this position were published in the Carriage Towne News, the Lawrence Eagle Tribune, and various state and online outlets. At this time, the Trustees are requesting that Terry investigate with other libraries the wage differential between a library assistant and a youth services library assistant.

Challenged Books: Lynne, Kathy, and Terry will collect more information about the challenged books topic. The library does have a complaint policy and a complaint form. We will consider incorporating this into the Collection Development Policy.

1. New Business:
   1. 2022 Budget Review: At the annual town election, Newton residents passed the proposed 2022 budget. Kathy will contact the town bookkeeper about receiving the library budget appropriation for 2022.
   2. Open Library Trustee Positions: There is one Trustee position and one Alternate Trustee position open. Paula Noon, who is attending today’s meeting, has agreed to be appointed a Trustee. She would take over the Secretary position on the Board. Lynne will submit a recommendation to the BOS to appoint her as a Library Trustee until the next town election. Lynne and Terry will continue to look for candidates to become Alternate Trustees.
   3. Election of Board of Trustees Officers: **Lynne motioned to elect Kathy as Treasurer of the Board of Trustees. Anne seconded the motion, which passed unanimously. Kathy motioned to elect Lynne as Chairperson of the Board of Trustees. Anne seconded the motion, which passed unanimously**.
   4. Collection Development Policy Review: This subject is tabled until a future meeting. A committee will be formed to work on this project.
   5. National Library Week 2022: National Library Week is April 3-9, 2022. The theme this year is “Connect With Your Library”. There will be heart-shaped papers on the library bulletin board where patrons can express their written appreciation for the library. Terry will also be procuring flowers from the Newton Greenhouse.
   6. Computer Upgrades:  Terry wants to replace 4 computers by the end of the year as they will no longer have Windows 8.1 support as of January, 2023.  The Trustees agreed Terry should get pricing. She is also concerned about the widespread increasing threat to cybersecurity. Thus, Terry has contacted the PRS Group, Inc. of Salisbury, MA for computer recommendations and information on their services.
   7. Acceptance of Donations: Patrons – St. Patrick’s Day Clings. **Lynne motioned that we accept donations of St. Patrick’s Day window clings. Kathy seconded the motion, which passed unanimously.**
   8. Friends’ News: The Friends will be meeting later today at the library. The Friends decided against holding a silent bake sale at the town elections.
   9. Monthly Invoice Review and Initialing: Invoices were reviewed and initialed after the meeting adjourned.
2. Next Trustee Meeting: Wednesday, April 13, 2022 at 10:00 AM.
3. Adjournment: 11:48 AM.

Respectfully Submitted,

Kathy Meserve, Treasurer/ Acting Secretary