

GALE LIBRARY



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

DATE: Wednesday, November 9, 2022

TIME: Non-Public session begins at 10:00 am; Public session begins at 10:30

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

MEETING MINUTES

- I. **Call to Order:** 10:05 a.m.; library/Zoom conference
- II. **In Attendance:** Lynne Camp, Chairperson (via Zoom); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Paula Noon, Secretary (Gale Library); Michelle Baker, Library Director (Gale Library); Anne Banks, Alternate Trustee (Gale Library); Carolyn Musyimi, Alternate Trustee (via Zoom)
- III. **Non-Public Session under RSA 91-A:3, II (a) Compensation:** Lynn motioned to enter Non-Public session under RSA 91-A:3, IIa. Seconded by Paula the motion passed unanimously. The Non-Public session began at 10:11 am. At 10:15 am, Lynne motioned to leave Non-Public and return to Public Session. Seconded by Kathy the motion passed unanimously. Public Session reconvened at 10:17 am.
- IV. **Motion made to seal Non-Public minutes:** Paula motioned to seal the minutes under RSA 91-A:3 II (a), so that all matters discussed will remain confidential until in the opinion of the majority of the Board the circumstances no longer apply. One exception is to release to the Bookkeeper information needed for her records. Kathy seconded the motion. The motion passed unanimously.
- V. **Minutes from the Previous Meetings: 10/12/22 :** Kathy motioned to accept the minutes from 10/12/22 as written. Lynne seconded the motion which passed unanimously.
- VI. **Treasurer's Report:** Lynne moved to accept the Treasurer's report as written. Paula seconded the motion which passed unanimously.

VII. **Library Director's Report:** Michelle went over some of the meetings she attended during the month and other activities taking place in the library. Lynne moved to accept the Library Director's Report; Paula seconded it. The motion passed unanimously.

VIII. **Correspondence and Communications:** The NHLTA newsletter was sent out this past month. The Spring conference will be held May 9, 2023. All trustees received an updated copy of the town IT Resources Policy .

IX. **Unfinished Business:**

- a. **Review Visitor Statistics; Youth Services Activities:** Visitor numbers seem to be following the same pattern as previous months. Monday's and Saturday's numbers were up a little. Several youth programs/activities were offered throughout the month with good participation. The outdoor Saturday program worked smoothly with the regular number of staff; no extra staff were required.
- b. **Facilities:** The sink in the bathroom has been repaired. Michelle will send a thank you note to Mark for going above & beyond to take care of that situation for us. Pest Control did an inspection. Paula will try to get the small oval sign with the Village School designation from the front of the library replaced if possible.
- c. **Staffing Review: November Scheduling:** The November schedule was approved. Most staff shifts are now 4 hours in length. Extra hours have been approved for a Thursday for Cait to help Michelle to shift the book collection around upstairs for better access.
- d. **Staffing Evaluations:** Staff evaluations have been handed out and meetings with staff members have been set up to review them.
- e. **Review Communication with Schools:** A group meeting consisting of Newton and Kingston librarians and three school Media Specialists took place covering a variety of topics. Kingston and Newton public libraries will continue to host alternate story times for the morning school students through January. Another group meeting will take place in January.
- f. **Technology Issues - Update:** Estimates from various sources are being gathered for possible future maintenance/repair services. Rick Samuelson from the PRS Group has been assisting Michelle in setting up non-profit accounts with TechSoup and Microsoft and has set up the galelibrary.org domain. Rick and Comcast were able to fix a hacking problem and get the library's email system running correctly again.

- g. **2023 Budget Proposal Meeting with BOS:** The draft for the 2023 budget proposal was accepted.

VIII. **New Business:**

- a. **Staff Break Procedure:** After discussion, it was decided to leave the current library practice in place for now.
- b. **Library Director/Board Chair Workshop:** Michelle & Lynne attended this Zoom workshop headed by the State Library.
- c. **CIP Meeting - Consumer Survey:** Kathy, Anne, Paula and Michelle attended this meeting. Anne and Paula volunteered to work on creating a survey concerning a CIP for the library. The first step will be to look into resources that might be available to help plan and conduct the survey and to cover costs.
- d. **Youth Services Librarian Assistant Job Description:** The word Librarian will be changed to Library Assistant in the title. Various other changes were made to the body of the Job Description. Kathy will update the Job Description for a 3rd draft.
- e. **Instagram Account; Subscription to Eagle News Tribune:** The library now has an Instagram account. An introductory subscription for 36 weeks will be tried for the Eagle News Tribune to see if there is an interest in having the newspaper available for patrons. The Carriage Town News will begin delivery to the library as well.
- f. **Friends' News:** The Friends are preparing for a Basket Raffle to begin November 14th and end December 16th. The Quilt raffle winner will be drawn on November 18th. Michelle will contact the town Health agent to see about setting up a Giving Tree in the library for this year.
- g. **Acceptance of Donations: Patrons - Lynne motioned to accept donations of Books, Puzzles, empty Oui Ypgurt Jars, and \$20.00. Seconded by Kathy, the motion passed unanimously.**
- h. **Monthly Invoices Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, November 14, 2022

X. **Adjournment:** 12:11 p.m.

Respectfully Submitted,

Paula Noon, Secretary

