

## GALE LIBRARY



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

**DATE: Wednesday, December 14, 2022**

**TIME: 10:00 a.m.**

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

### **MEETING MINUTES**

- I. **Call to Order:** 10:05 a.m.
- 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)
- III. **Minutes from the Previous Meetings:** Lynne motioned to accept the minutes from the 11/9/2022 public meeting as written. Kathy seconded the motion which passed unanimously. Lynne motioned to accept the non-public minutes from the 11/9/2022 meeting. Paula seconded and the motion passed unanimously. Kathy motioned to accept the public minutes from the 12/5/2022 meeting. Lynne seconded the motion which passed unanimously. Lynne motioned to accept the non-public minutes from the 12/5/2022 meeting. Paula seconded the motion which passed unanimously.
- IV. **Correspondence and Communications:** On behalf of the Trustees, Kathy presented Michelle with a Poinsettia plant and informed her that a donation was made to the NH Food Bank in her honor.
- V. **Treasurer's Report:** Paula moved to accept the Treasurer's report as written. Lynne seconded the motion which passed unanimously.
- VI. **Library Director's Report:** Michelle went over some of the meetings she attended during the month and other activities taking place in the library. The new printer and tablet have been purchased. Kathy moved to accept the Library Director's Report; Paula seconded it. The motion passed unanimously.

## **VII. Unfinished Business:**

- a. **Review Visitor Statistics; Youth Services Activities:** Visitor numbers seem to be following the same pattern as previous months. Mondays, Wednesdays and Saturdays are the busiest days. Several fun activities were offered throughout the month with good participation.
- b. **Facilities:** Pest End provided its monthly maintenance; the driveway was plowed & salted after the storm; a few new storage bins were purchased; the pipes under the bathroom sink were repaired by Mark Botsch & a plumber; Michelle will contact Tricia McCarthy about the front cement steps; air purifiers are on order; the Sign Center in Haverhill will be asked to create a new sign to replace the small, historic designation sign found on the front of the building. The estimated cost is \$230.00.
- c. **Staffing Review: December Scheduling:** The December schedule is set. Most staff shifts are now 4 hours in length. Cait has accepted the position of Youth Services Library Assistant and has signed up for a course being offered early next year. Jo's evaluation has been completed. The PTO policy will be reviewed by Kathy, Lynne & Michelle. The in-person AED training will take place in January.
- d. **IT Update:** Rick Samuelson from the PRS Group is working with Michelle to get various jobs done before the end of the year. CNS & Triplet have sent proposals to be considered for next year's computer management. PRS might also submit a proposal. This subject will continue at the next meeting.
- e. **CIP Survey Update:** Anne shared information gathered so far from 3 of 4 people who responded to our request looking for direction for planning a public survey concerning town support of a new library building project. Each person will be sending further information/proposals for the board's consideration. One important suggestion was to make sure the Friends group obtain non-profit status. Anne & Paula visited the East Kingston & Candia libraries to speak with the Library Directors about their experiences and view how their libraries were designed.
- f. **Giving Tree update:** The Giving Tree program was a success and gifts are due back December 14th.

## **VIII. New Business:**

- a. **2023 Holiday and Trustee Meeting Schedules:** Kathy moved to accept the **Trustee Meeting Dates for 2023**. Paula seconded the motion which passed unanimously. Lynne motioned to accept the **Holiday closing dates for 2023**. Kathy seconded the motion which passed unanimously.

- b. **2022 Annual Reports:** Michelle is working on the Library Director's annual town report and Kathy is working on the Treasurer's annual town report. A draft will be distributed to the Trustees. Final reports have to be turned in by January 5th.
- c. **Encumbrances:** It was decided to schedule a separate meeting to be held on 12/28 at 1:30 p.m. to cover this topic.
- d. **Annual Secretary/Treasurer's Minutes and Reports (USB):** Discussion on whether to use SSD external drives instead of USB drives kept by the Library Director. A decision on what to use and where it will be kept will be covered at the January meeting.
- e. **Timeline for 2023 Town Meeting:** According to the Town website, both Paula's and Kathy's terms end this year and they must run for office in 2023. Someone will check to make sure Kathy's date is correct.
- f. **Acceptance of Donations: Patrons - Books, Crayons, K'NEX Thrill Rides 3 in 1 Classic Amusement Park Set, Note Cards; two dozen children's books from the NH State Library; 35 books from Manga Classics Publications - Lynne motioned to accept the above donations. Paula seconded the motion which passed unanimously.**
- g. **Friends' News:** Winners of the Basket Raffles will take place Friday, December 16th. The next Friends meeting will take place in March.
- h. **Monthly Invoices Review and Initialing:** Invoices were reviewed and initialed during the meeting.

IX. **Next Trustee Meeting:** Wednesday, January 11, 2022. A special meeting will be held on Wednesday, December 28, 2022 at 1:30 p.m. to discuss Encumbrances from the 2022 budget.

X. **Adjournment:** 12:18 p.m.

Respectfully Submitted,

Paula Noon, Secretary

