

## GALE LIBRARY



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

**DATE: Wednesday, March 7, 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:** 10:09 am
- II. **In Attendance:** Lynne Camp, Chairperson (Gale Library); Kathy Meserve, Treasurer (Gale Library); Betty Bufano, Alternate Trustee (Gale Library); Michelle Baker, Director (Gale Library); Paula Noon, Secretary (Gale Library); Anne Banks (Zoom)
- III. **Minutes from the Previous Meeting 02/14/2024:** Lynne moved to accept the public session minutes from 02/14/2024 as written. Kathy seconded the motion, which passed unanimously. Lynne moved to accept the non-public session minutes from 02/14/24 as written. Paula seconded the motion which passed unanimously.
- IV. **Correspondence and Communications:** Lynne was presented with a thank you gift for her many years of service on the Board of Trustees as she steps down as Chairman of the Board.
- 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 staffing issues 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:** No issues reported. Mark took some old computer parts to the transfer station.
- c. **Staffing Review:** Several applications have been received concerning the open Library Assistant position. Interviews will take place in early March. The library was closed on February 6<sup>th</sup> due to not having enough staff/substitutes available for opening.
- d. **IT Update:** A Triplet representative will visit the library to review our IT setup, programs and equipment with Michelle. Staples will do a free assessment of Michelle's laptop to help decide if it can be easily fixed or needs to be replaced.
- e. **Bookkeeper Service Update:** Kathy and Michelle continue working with Patricia to establish the new bookkeeping workflow.

IX. **New Business:**

- a. **2023 Town Reports Available:** Michelle had copies of the Town and School reports available for anyone wanting them. Online copies are also available to the public.
- b. **Town Election:** The election will be held on March 12<sup>th</sup>.
- c. **National Library Week:** National Library Week will be April 7<sup>th</sup> – April 13<sup>th</sup>. Michelle and library staff are working on activity plans for the week.
- d. **NHLTA Annual Conference:** The annual NHLTA conference will be held on June 5, 2024.
- e. **OverDrive/Libby – Patron Use Changes Suggested by State Library:** Michelle explained several changes the State Library has suggested to help keep local library costs down in the use of OverDrive/Libby.
- f. **Friends' News:** The Friends did not meet in February, but did meet on March 5<sup>th</sup>. They planned for the Election Day Bake Sale on March 12<sup>th</sup>. Their next meeting will be April 9<sup>th</sup>.
- g. **Acceptance of Donations: Patrons – Books, Puzzles: Lynne moved to accept the donations listed above. Kathy seconded the motion, which passed unanimously.**
- h. **Monthly Invoice Review and initialing:** Initialing took place during the meeting.

**Next Trustee Meeting:** Wednesday, April 10, 2024 at 10:00 am.

**Adjournment:** 12:11 pm

Respectfully Submitted,

Paula Noon, Secretary