

GALE LIBRARY



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

DATE: Wednesday, August 12, 2026

TIME: 10:00 am

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

MEETING MINUTES

- I. **Call to Order:** 10:05 am
- II. **Roll Call :** Paula Noon, Chairperson ; Mary Riordan, Treasurer; Kathy Meserve, Secretary; Anne Banks, Alternate Trustee (Zoom); Michelle Baker, Director. James Smith joined the meeting via Zoom at 10:41 am. At 10:52 am, Mr. Smith was removed after he interrupted the meeting with loud disruptive spam.
- III. **Minutes from the Previous Meeting: July 8, 2026 public and non-public minutes:** Mary moved to accept the minutes from the July 8, 2026 public meeting as written. Paula seconded the motion, which passed unanimously. Kathy moved to accept the minutes from the July 8, 2026 non-public session. Paula seconded the motion, which passed unanimously.
- IV. **Correspondence and Communications:** None
- V. **Treasurer's Report:** Kathy moved to accept the Treasurer's report as written. Paula seconded the motion, which passed unanimously.
- VI. **Library Director's Report:** Paula moved to accept the Director's report as written. Mary seconded the motion, which passed unanimously.
- VII. **Citizens Input:** None
- VIII. **Unfinished Business:**
 - a. **Review Visitor Statistics; Youth Services Statistics:** Visitor and Youth Services statistics were reviewed. A wide variety of activities/programs were provided for patrons to take part in and enjoy. Details of the statistics and the many events/activities offered this past month can be found in the Library Director's report.
 - b. **Facilities Review:** Mark repaired the back door. Mary worked on the director's computer. Jim Ryan, the Animal Control Officer, examined the attic for evidence of bats and found some possible entry points in the attic. He will follow up with the town administrator. Michelle reported on the bushes along the front foundation, which are blocking the air conditioner and the windows. The Trustees discussed four options presented as a possible solution. Michelle will correspond with the town administrator to relay our thoughts on the matter.

- c. **Staffing Review:** Michelle plans to do the staff evaluations in September. The Trustees reviewed the upcoming monthly schedules.
- d. **New Library Card Update:** The transition to new library cards is progressing. Michelle hopes to have this project largely completed by the end of September. There is an explanatory poster at the front desk.
- e. **Summer Reading Program Update:** There will be a celebration on August 22 to mark the end of the Summer Reading Program, which has been very successful.
- f. **Status/Possibilities for Alternate Trustees & Substitute Staff:** Michelle has posted the job opening for a substitute library assistant on multiple websites locally and statewide. The Trustees will reach out to individuals who may be interested in becoming an alternate trustee. Mary suggested that we consider holding our meetings in the early evening.

IX. **New Business:**

- a. **Review of Weapons Policy:** After review, Mary motioned to accept the Gale Library Weapons Policy as written. Paula seconded the motion, which passed unanimously.
- b. **Review of Closing Policy:** After review, Kathy motioned to accept the Gale Library Closing Policy as revised. Mary seconded the motion, which passed unanimously.
- c. **Copier Policy Discussion:** A draft Copier Policy will be reformatted and presented for discussion and vote at next month's meeting.
- d. **Friends' News:** In September, the Friends will participate in the Newton Olde Home Day celebration and will also hold an Election Day Bake Sale. They are making progress on obtaining the 501(c)(3) nonprofit status.
- e. **Acceptance of Donations: Patrons – Books and Puzzles; Friends-\$374.22 donation for summer reading books (\$74.22) and carpet cleaning (\$300.00).** Paula moved to accept the donations listed above. Mary seconded the motion, which passed unanimously.
- f. **Monthly Invoice Review and Initialing:** Initialing took place after the meeting.

X. **Next Trustee Meeting:** Wednesday, September 9, 2026, at 10:00 am.

XI. **Adjournment:** 12:13 pm

Respectfully Submitted,

Kathy Meserve, Secretary