

GALE LIBRARY



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

DATE: Wednesday March 11, 2020
LOCATION: Gale Library, 16 S Main Street

MEETING MINUTES

- I. Call to Order: 10:03 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Anne Banks, secretary; Kathy Meserve, Treasurer, Terry Caswell, Director; Betty Bufano, Alternate; Marianne Pelletier, Alternate; Amanda Smart, Guest.
- III. Minutes from the Previous Meeting (February 12, 2020): **Kathy motioned to accept the minutes as written. Anne seconded. The motion passed unanimously.**
- IV. Correspondence and Communications: Kathy put together a list of contact information for all current trustees and trustee alternates, as well as the library director, and emailed the list to all of us. There was an excellent article in the Boston Globe on the relevance of libraries today, and Terry had a copy of the article for us to look at. We all received the NHLTA Newsletter. Of particular interest in this issue was the annual conference in May.
- V. Library Director's Report: The Trustees remarked that February had been a busy month for programs. Webinars are also being utilized more frequently. **Kathy motioned to accept the Director's report as written. Anne seconded the motion. The motion passed unanimously.**
- VI. Treasurer's Report: **Lynne motioned to accept the Treasurer's report as written. Anne seconded the motion. The motion passed unanimously.**

Unfinished Business

- VII. Facilities maintenance:
 - a. The town sent over 3 new CO monitors, which Mark will be consulted to install in the spring.
 - b. Terry is looking into replacement or repair of the recycling bin outside of the back door.
 - c. Helen's daughter has been attending with Helen while Helen is temporarily unable to drive.

- d. JM Protective came to test our fire alarms, which were converted on March second to cellular units. The 'duress', or panic, alarms are not yet converted to cellular.
- e. Terry has gotten estimates for cleaning all carpets in the Library. No vendor has been selected yet.

- VIII. Interlibrary Loan Policy Review and Signage: The Trustees made a minor change to this policy last month, changing the duration of the loan from 5 to 6 weeks. Terry provided us with a copy of the policy with this change. **Anne moved that we accept the policy as amended. Lynne seconded the motion, which passed unanimously.** All of the Trustees signed the policy at this meeting.
- IX. Kanopy Streaming: This would be a new service we could offer our patrons. They would sign up to stream media using their library card number as part of the access code. Terry is still researching whether we would be compatible with their system.
- X. Community Survey: All present agreed we would need help in the form of a survey consultant firm in order to do an effective job of surveying our community to see what they feel are the needs of our community. Anne will reach out to someone she knows who was a trustee for Kingston when they were going through this process for their new library. Anne and Marianne volunteered to form a committee to move this item forward.

New Business:

- XI. Alternate Trustee Position Review: The Trustees are pleased to welcome Amanda Smart as a visitor to our meeting today. She is here to learn more about how the Trustees operate and to see if she might be interested in becoming an Alternate Trustee.
- XII. Budget Review: Because the proposed budget for 2020 passed, there is no need to change our proposed budget at this time.
- XIII. Election of Officers for Board of Trustees: Kathy was reelected to the Board. All of the Trustees agreed to continue in their current positions. **Lynne moved that we elect Kathy as our treasurer for the coming year. Anne seconded the motion, which passed unanimously. Kathy moved that we elect Lynne as chairperson for the coming year. Anne seconded the motion, which passed unanimously. Kathy moved that we elect Anne as secretary for the coming year. Lynne seconded the motion which passed unanimously.** Both Betty and Marianne agreed to continue as Alternate Trustees for the coming year. Lynne will send an appointment letter to the selectmen notifying them of this. Once the selectmen have approved these appointments the selectmen will notify Lynne. The Alternates will then be sworn in at town hall.
- XIV. NHLTA 2020 Spring Conference, Tuesday May 12: Lynne asked all of us to review the topics and workshops to see if there are any in which we might be interested. We all acknowledged the conference might be cancelled due to Corona virus concerns. We will discuss this at our next meeting.

- XV. 2020 Mileage Rate: the town has adopted the new rate of 57.5 cents a mile as of January 2020. **Lynne moved the Library adopt this rate of \$.575 going forward. Kathy seconded the motion. Motion passed unanimously.**
- XVI. Disposal of Windows 7 Computers: Terry wrote a letter authorizing John Meserve to dispose of these computers on our behalf. There is no charge for the disposal at the transfer station with this letter.
- XVII. Acceptance of Donations: **Lynne motioned to accept donations from patrons - \$20.10/ Books; M. Pelletier – Miscellaneous Paper Supplies; K. Meserve, Historic photo. Anne seconded the motion. The motion passed unanimously.**
- XVIII. Friends' News: The Friends held a bake sale at yesterday's election and did very well. They will pay for the cleaning of the carpets in the Library. Plans are underway for a Book Sale in June. The Friends have resumed their monthly meetings this month.
- XIX. Monthly invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
- XX. Next Trustee Meeting: Wednesday, April 8, at 10:00 am.
- XXI. Meeting adjourned at 11:48 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anne D Banks". The signature is written in dark ink and is positioned below the "Respectfully submitted," text.

Anne Banks, Secretary