GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday May 13, 2020**

Conference Call

**MEETING MINUTES**

1. Call to Order: 10:05 a.m.
2. In attendance via conference call: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve, Treasurer, Terry Caswell, Director; Betty Bufano, Alternate; Marianne Pelletier, Alternate; Amanda Smart, Guest.
3. Minutes from the Previous Meeting (March 11, 2020): **Lynne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast. Emergency Meeting** (March 16, 2020): **Lynne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
4. Library Director’s Report: **Lynne motioned to accept the Director’s report as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**
5. Treasurer’s Report: **Anne motioned to accept the Treasurer’s report as written. Lynne seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

1. Alternate Trustee Positions and Appointments. This is ongoing. Amanda Smart attended this conference call meeting and is still considering becoming an Alternate Trustee. The names of our current Alternate Trustees have been approved by the selectmen, however neither they nor Kathy have been sworn in at this time due to town hall being closed.
2. Kanopy Streaming: Terry is still considering joining this service. Her research has shown that we would be compatible with their system. She is concerned as to how we would publicize the availability of the system while the library is still closed to the public, but would like to sign up for the 30 day free trial. **Lynne moved that we approve signing up for the 30 day free trial of Kanopy. Kathy seconded the motion, which passed unanimously. No nay votes were cast.**
3. Community Survey: This item has been tabled until the pandemic situation is more normal.

New Business:

1. COVID 19 Updates: Terry has been meeting several times a week with town officials through virtual meeting software. In this way she has been keeping herself informed about any news they have or any tentative plans they have made for reopening town facilities. The town has formed a task force named Sesame, to spearhead the reopening effort. Library staff members have also been speaking with Terry to share ideas on logistics of reopening. Plexiglas shields are being discussed for use where ever staff interfaces with the public. Curbside pickup of books and other materials may be the first phase of reopening the library. Of particular concern is how to safely return materials once they reenter the library.
2. Review of revised document concerning the Duties of the Trustees’ Secretary: All present had reviewed the document and had no further changes to suggest. The document should be filed with other documents concerning Bylaws, etc.
3. Acceptance of Donations: **Lynne motioned to accept donations from the Friends Group in March - $250.00 for Rug Cleaning; in April from K. Lacroix- $100.00 for unrestricted use. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
4. Friends’ News: The Friends held a bake sale at the March election and did very well. Plans are unclear for a possible Book Sale in June. The Friends will not meet over the summer.
5. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting. Invoices will be dealt with at a later date.
6. Next Trustee Meeting: Wednesday, June 10, 2020, at 10:00 am.
7. Meeting adjourned at 11:00 am.

Respectfully submitted,

Anne Banks, Secretary