GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday July 8, 2020**

Conference Call

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In attendance via conference call: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve; Treasurer, Terry Caswell, Director; Betty Bufano, Alternate; Amanda Smart, Alternate Trustee, pending approval.
3. Minutes from the Previous Meetings (June 10, 2020): **Kathy motioned to accept the minutes as written. Lynne seconded. The motion passed unanimously; no nay votes were cast.** (6/24/2020) **Lynne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
4. Library Director’s Report: **Kathy 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: **Lynne motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

1. Review of Soft Opening – Curbside Service: Nine orders were placed by patrons for curbside pickup on Monday, July 6. Seven of the orders were picked up. The librarians will contact those patrons who have not picked up their order to remind them they have an order to be picked up. The book returns are being placed on a table marked off with tape rather than placing them in bins. The librarians agreed access was easier that way.

New Business:

1. Kanopy Update: Terry has had good feedback from Kanopy users. She is continuing the service now that the trial period is over. This month 53 plays were requested the month of June.
2. Staffing Review: Terry has sent an updated Employee Summary to the bookkeeper. Cait Foucher is receiving training ’on the job’ as they go. Trisha McCarthy has sent Terry a new form pertaining to staff screening as part of the COVID 19 task force.
3. Facilities Review: Cleaning of the rugs has been put on hold while the floor is being used to store supplies, etc. Terry has noticed droppings in the shed and will contact Diane Morin about restarting Pest End pest control. Terry also would like to have the Library building power-washed. The Library will have hand sanitizing stations installed before reopening. Terry is working with Trisha McCarthy of the Town Reopening Task Force on that.
4. Friends’ News: The Friends will not be meeting or holding any events this summer.
5. Acceptance of Donations – Santa’s Village SRP Prize: **Lynne moved that we accept a SRP prize from Santa’s Village. Anne seconded the motion. Motion passed unanimously; no nay votes were cast.**
6. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting. Kathy will make an appointment with Terry and each Trustee to sign those invoices which have accumulated during the past months.

Next Trustee Meeting: Wednesday, August 12, 2020, at 10:00 am.

Meeting adjourned at 11:05 am.

Respectfully submitted,

Anne Banks, Secretary