

GALE LIBRARY



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

DATE: Wednesday, November 4, 2020

Location: Town Hall

MEETING MINUTES

- I. Call to order: 10:06 a.m.
- II. In attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director; Betty Bufano, Alternate Trustee; Amanda Smart, Alternate Trustee.
- III. Minutes from the Previous Meetings:
 - (October 7, 2020) **Kathy motioned to accept the minutes as written. Lynne seconded. The motion passed unanimously; no nay votes were cast.**
 - (October 19, 2020 Non Public) **Lynne motioned to accept the minutes as written. Anne seconded. The motion passed unanimously; no nay votes were cast.**
 - (October 19, 2020 Public) **Lynne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
 - (October 26, 2020 Non Public) **Lynne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
 - (October 26, 2020 Public) **Lynne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Library Director's Report: **Lynne motioned to accept the Director's report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
- V. 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

- VI. Review of Curbside Service: Terry reported curbside continues to go well and Saturday has become the busiest day. Suggestions were made from the Trustees to

focus on orders first and allow book processing to overflow to the following work days when needed. **Kathy moved to continue with the current curbside service schedule. Lynne seconded. The vote passed unanimously; no nay votes were cast.**

VII. Appointments: Some discussion took place about the option of opening for appointments, but this item was tabled until the December meeting.

VIII. Staffing Review:

- a. Terry gave an update on potential on-call winter maintenance assistant, Jillian Trudeau and is waiting for approved background information. **Kathy moved to hire Jillian Trudeau as on-call winter maintenance assistant at Grade 4 Step 8, \$15.32 per hour, pending receipt of an acceptable criminal background check. Lynne seconded. The motion passed unanimously; no nay votes were cast.**
- b. Terry also informed the Trustees of a new service the library is looking to implement: Craft bags for middle-schoolers to reach the tween and teen aged children (in lieu of programs not able to resume at this time). Terry shared that Cait Foucher is ready to take on this task and can do so remotely. **Lynne moved to increase Cait Foucher's hours to six per week; four hours in library (Tuesdays from 9-1) and two hours remote. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
- c. Terry inquired if the Trustees had received the copy of Sue Mears' resignation letter. As per the letter, December 31, 2020 will be her last day; however, Terry mentioned that Sue stated she is willing to help with the transition and potentially substitute if needed. Further discussions on this matter will be discussed at the December meeting.
- d. Terry brought up making a decision to continue to pay staff members regarding their potential need to quarantine. **Kathy made a motion that when quarantined staff will continue to be paid for their regularly scheduled hours, at their normal rate, per the Families First Corona Virus Response Act. Lynne seconded. The vote passed unanimously; no nay votes were cast.** Kathy mentioned that this act expires December 31, 2020.

IX. Non Public Session: **Lynne made a motion to enter Non Public session under RSA 91-A:3 II(a). Anne seconded. The motion passed unanimously.** Non Public Session entered at 11:34 a.m.

X. Public Session reconvened at 11:39 a.m. **Kathy made a motion to seal the Non Public minutes. Anne seconded. The motion passed unanimously. These minutes will be sealed until in the opinion of the majority of the Board the**

circumstances no longer apply. One exception is to release to the Bookkeeper information needed for her records.

- XI. Facilities Review: Terry reported that the fire exit stairway is under review to be fixed. The sand order for snowy icy weather is pending. Terry ordered LED solar lights for the walkways to assist order pick ups.
- XII. Library Director's Annual Evaluation: Terry has received and read the Library Director's evaluation. She thanked the Trustees for the feedback. She and the Trustees have signed it. Terry will scan and email copies to the appropriate Trustees.
- XIII. CPR / AED Renewals: Terry emailed Fire Chief Alcaindinho regarding an online course for CPR/AED certification renewal, costing \$35 per person. Fire Chief Alcaindinho replied that he would forward to an EMT for review. Further response is pending. Lynne inquired whether this would cover new employees who were previously uncertified. Kathy asked if the course was certified by the Red Cross. Terry said she would send the link out for the Trustees to review. Additionally, Terry reported the AED machine has been beeping. She will order a new battery and perform the monthly inspection.

New Business

- XIV. Budget Meeting with BOS Review: The proposed budget for 2021 was presented to the Board of Selectmen on Monday, November 2, 2020. Questions, specifically about non-level funded items, from the BOS regarding the proposed budget were asked. Lynne and Kathy provided answers for these questions.
- XV. Youth Services Job Description Review: This item was tabled for the December meeting.
- XVI. 2021 Holiday and Trustee Meeting Schedules: Terry will update the 2021 Holiday and Trustee Meeting Schedules to be reviewed at next month's meeting.
- XVII. Contingency Plan: Terry explained her contingency plan if she is unexpectedly absent from work.
- XVIII. Pandemic Guidelines / Policy: This item was tabled for the December meeting. Terry has found examples from other sources, that she will send to the Trustees, for review prior to the meeting.
- XIX. Discarded Books: Terry reported that approximately 30 boxes of discarded books will be picked up by Mr. Walsh.
- XX. Annual Town Report: Terry reported this document is a work in progress. Once complete, she will send a copy, prior to next month's meeting, to the appropriate Trustees for review.
- XXI. Giving Tree: Terry will contact Tina O'Rourke, welfare agent, to inquire about giving needs for the community this year. Anne relayed information on behalf of Sargent

Woods. Sargent Woods would like to partner with the Library for the Giving Tree and make a contribution to this year's donations.

- XXII. Zoom Policy Guidelines: Lynne brought up the discussion of internet safety regarding presentations for the community using Zoom. Going forward, patrons will sign up in advance and call the Library to obtain the meeting ID and password for a specific Zoom presentation.
- XXIII. Acceptance of Donations: N/A
- XXIV. Friends' News: No news to report at this time.
- XXV. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
- XXVI. Next Trustee Meeting: Wednesday, December 9, 2020, at 10:00 a.m. The Trustees will meet at Town Hall in person.
- XXVII. Meeting adjourned: 12:38 p.m.

Respectfully submitted,

Amanda Smart, Alternate Trustee/Acting Secretary