

GALE LIBRARY



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

**DATE: Wednesday, February 10, 2021
Location: Zoom Meeting**

MEETING MINUTES

- I. Call to Order: 10:07 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Terry Caswell, Director; Betty Bufano, Alternate/Acting Trustee; Amanda Smart, Alternate Trustee/Acting Secretary; Anne Banks, Guest
- III. Minutes from the Previous Meetings:
 - (January 13, 2021 Public) **Lynne motioned to approve the minutes as amended. Betty seconded. The motion passed unanimously; no nay votes were cast.**
 - (January 13, 2021 Non Public) **Lynne motioned to approve the minutes as amended. Betty seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Correspondence and Communications: Terry relayed information of receiving two thoughtful thank you notes that were sent from Anne Banks, and Sue Mears.
- V. Library Director's Report: **Lynne motioned to accept the Director's report as written. Amanda seconded the motion. The motion passed unanimously; no nay votes were cast.**
- VI. Treasurer's Report: **Lynne motioned to accept the Treasurer's report as written. Betty seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

- VII. Review of Curbside Service: Terry reported an increase of Saturday Curbside activity from December with over 25% in the number of checkouts and over 60% in the number of orders. She also shared that Interlibrary Loans have been increasing as well, both incoming and outgoing loans. Terry proposed the curbside schedule remain the same as last month's. Anne inquired if the orders during February vacation week

would fluctuate. Terry relayed it could be hard to determine, but perhaps it would be the same or maybe it could increase. Lynne asked if there was enough staff coverage. Terry responded that she would like to increase hours for a couple of staff members, as follows in the Staffing Review. A decision was made to keep the current curbside hours (with the following staff hours increased).

VIII. Staffing Review:

- a. Terry requested that Cait Foucher work remotely for an additional hour each week, on preparing craft projects. The Trustees agreed to approve this additional hour, increasing Cait to a total of 9 hours per week.
- b. Terry also requested if it would be possible for Lauri Gaudet to stay longer on some Mondays (for one additional hour), when needed, due to the increase in Curbside orders. The Trustees agreed to approve this additional hour, increasing Lauri to a total of 15 hours per week.
- c. Terry informed the Trustees that she will submit the appropriate paperwork for Sue Mears to be hired as a Library Assistant/Float.

IX. Appointments: Discussion about the option of opening for appointments took place. It was noted that some libraries in New Hampshire have been opening up to appointments, specifically noting the local libraries of Plaistow and Kingston; but that those facilities were larger with the ability to accommodate appointments with current COVID-19 restrictions more readily. A decision was made to not open the Library to appointments at this time. This item will be reviewed next month.

X. Facilities Review: Terry reported-

- a. Jillian Trudeau has been able to work on snow removal after the storm and she communicated that the Library was low on sand for the walkways. Mike Pivero was able to quickly deliver and fill the sand, which was appreciated. The Traction Magic has arrived and can be used as needed.
- b. The Library is waiting for a report from the Department of Labor regarding the inspection conducted in January.
- c. There are prizes in the attic that could be used for the winter and summer reading programs; however, as per last months discussion, the attic remains unsafe for use at this time. Terry has ordered more prizes to support the program and attic access will be discussed again in the future.

New Business

XI. Trustee Appointments: Lynne explained there will be a change in Trustee roles. It was noted that Anne Banks will be an Alternate Trustee and Amanda Smart will be a Trustee/Secretary, pending paperwork and official swearing-in from Town Hall. Lynne

clarified that today Anne joins as a guest; Betty is an Acting Trustee on behalf of Kathy; and that Amanda Smart is an Acting Trustee, in the role of Secretary.

- XII. Youth Services Librarian Job Posting Review: Discussion was held on potential candidates. Resumes and references were reviewed. Plans for Terry to set up candidate phone calls and conference call interviews were discussed.
- XIII. Materials Donation Acceptance Policy Review: The Trustees reviewed the Materials Donation Acceptance Policy. **Lynne moved to accept the Materials Donation Acceptance Policy as is written. Amanda seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XIV. Unattended Children Policy Review: The Trustees reviewed the Unattended Children Policy. **Lynne moved to accept the Unattended Children Policy as is written. Betty seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XV. 2021 Mileage Rate Review: Terry reported that the mileage rate for 2021 is lower than last year's; it decreased from \$0.575 in 2020, to \$0.56 per mile for the year 2021.
- XVI. Acceptance of Donations: **Lynne motioned to accept 22 ceramic owls, donated by a patron for craft use. Betty seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XVII. Friends' News: Terry talked with Pat, who sent along hellos to all. Pat told Terry that she would be informing the moderator that the Friends' won't be hosting a bake sale during next month's voting. The Friends' do not have any meetings scheduled at this time.
- XVIII. Monthly Invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
- XIX. Next Trustee Meeting: Wednesday, March 10, 2021, at 10:00 a.m. It will be a Zoom conference call format.
- XX. Meeting Adjourned: 11:37 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Rae Smart".

Amanda Smart, Alternate Trustee/Acting Secretary