

GALE LIBRARY



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

DATE: Wednesday, March 10, 2021

Location: Zoom Meeting

MEETING MINUTES

- I. Call to Order: 10:08 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Amanda Smart, Secretary; Terry Caswell, Director; Betty Bufano, Alternate Trustee (left meeting at 10:17 a.m.); Anne Banks, Alternate Trustee (joined meeting at 10:19 a.m.)
- III. Minutes from the Previous Meetings:
 - (February 10, 2021 Public) **Lynne motioned to approve the minutes as written. Amanda seconded. The motion passed unanimously; no nay votes were cast.**
 - (February 25, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
 - (February 25, 2021 Non Public) **Lynne motioned to approve the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Correspondence and Communications: Terry relayed information of receiving a thank you certificate for hosting the *2020 U.S. Census presentations*.
- V. Library Director's Report: At Kathy's request, Terry explained the differences between the Read Squared and the traditional Winter Reading Programs. Terry also mentioned she started work on ordering for the Summer Reading Program, and that she will begin work on gathering the statistics for the Winter Reading Program, which has concluded for this year. **Lynne motioned to accept the Director's report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
- VI. Treasurer's Report: Kathy discussed the Treasurer's Report sharing information on interest income, and that all encumbered monies have been used. Kathy also explained the current software program for budgeting will need to be updated. She had researched several new options and shared that purchasing a CD of QuickBooks

for the price of \$400 could be the most favorable option. All the trustees agreed to the purchase of the QuickBooks CD. **Lynne motioned to accept the Treasurer's report as written. Amanda seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

VII. Review of Curbside Service: Terry reported curbside continues to be a popular choice for the public, however she noted a decrease for orders from the previous month of 466 to 337. Terry proposed the suggestion of opening the Library for appointments, on a small scale, starting the week of National Library Week (April 4-10). There was a discussion of details and ideas for the procedures of holding appointments. Terry will write up these details. Kathy made mention of completing the write up in time to be able to advertise in the newspaper; all agreed that this would be a good idea.

VIII. Staffing Review:

- a. Terry shared excitement that Hayley Van-Gils will be starting as Youth Services Librarian on March 15th, and that her background check is still being processed. **Lynne moved that Hayley Van-Gils start work as the Youth Services Librarian on March 15th, 2021; pending a satisfactory background check. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
- b. Terry requested if it would be possible for Cait Foucher to add one additional hour of remote work for the craft instruction sheets, for Saturday March 13; in lieu of her needing 2 hours off Saturday the 20th. The Trustees agreed to approve this hour.

IX. Facilities Review: Terry reported-

- a. The purchase of a new printer, which has been installed upstairs. A computer from downstairs has been relocated upstairs to be paired with it.
- b. A follow-up inspection of the Library, from the Department of Labor, is pending.
- c. Library Keys: Sue Mears has returned her key. Terry will process it to provide a key for Hayley Van-Gils. Additionally she noted that Anne's key will go to the current Secretary, Amanda.

New Business

- X. 2021 Budget Review: The budget for the year 2021 passed. There was a discussion regarding finances, vacation time, etc. These items will be further discussed next month.
- XI. Warrant Article Review: The Warrant Article naming the Board of Selectmen as Agents to the *Gale Library Building Capital Reserve Fund* passed. Discussion of how funds may be allocated was had.
- XII. Election of Board of Trustee Officer:
 - a. **Lynne nominated Kathy Meserve to be elected as Treasurer for the following year, until the next election. Amanda seconded. The motion passed unanimously; no nay votes were cast.**
 - b. **Lynne nominated Amanda Smart to be elected as Secretary for the following year, until the next election. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
 - c. **Kathy nominated Lynne Camp to be elected as Chairperson for the following year, until the next election. Amanda seconded. The motion passed unanimously; no nay votes were cast.**
- XIII. National Library Week (April 4-10): Previously mentioned discussion- the potential to open the Library up for appointments this week. April 1st a Zoom baseball program is planned. Discussion of appreciation gifts for NLW was had.
- XIV. Master Plan Steering Committee: Lynne brought up the Town's Master Plan Steering Committee- which has requested information for our vision for the Library to be compiled and sent to the Chairman of the MPSC, Annie Collyer. Kathy suggested we write a statement of the purpose of the Library (pulling from the current website), and to include future challenges or plans that note the desperate need of a new facility. Including in the statement the Library's need to have a community meeting room as a resource to be used as a shelter and place to hold events for the community. Lynne asked if anyone would like to be the representative. Anne offered to be the contact person. Terry agreed, pulling from the website the mission statement and pictures would be appropriate. Lynne confirmed the need for a new library. Ideas were shared of making the Library more accessible, handicap accessible, with additional parking, and overall additional space being needed. Kathy mentioned making a statement that the facility and staff are at this point constrained as there isn't space to add staff or materials. Lynne will let Annie Collyer know that Anne will be the communicator. Anne will work on writing up the statement that is due on or before April 14th.
- XV. Personnel Policy Review: Terry provided a copy of the Personnel Policy for review. Discussion about updating and revising the document took place. Lynne mentioned the idea to first review the Town's Personnel Policy for comparison, before revisions are made to avoid any conflicts. Kathy brought up the photo ID policy. Terry confirmed all Library staff have a photo ID in their file. Thoughts about wearing IDs were

discussed. The review of the Library's Personnel Policy was then tabled for next month's meeting.

- XVI. Acceptance of Donations: No donations to accept at this time.
- XVII. Friends' News: No news to report 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, April 14, 2021, at 10:00 a.m. It will be a Zoom conference call format.
- XX. Meeting Adjourned: 11:53 a.m.

Respectfully submitted,

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

Amanda Smart, Secretary