

GALE LIBRARY



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

DATE: Wednesday, June 9, 2021

Location: Town Hall

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; Anne Banks, Alternate Trustee
- III. Minutes from the Previous Meetings:
 - (May 12, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Library Director's Report: There was a brief discussion about the recent conferences Terry had attended. Kathy then brought up a question, regarding the Director's Report, inquiring if the children's checkouts were also included in the total checkout amount, and how that relates to the total circulation items. Terry explained that the children's room checkouts were included in the total checkouts for the month. She further explained that the total circulation number may vary from the amount of checkouts due to renewals of previously checked out materials. Terry then relayed receiving \$500.00 for the 2021 Summer Learning Grant that goes toward the summer reading program. **Lynne motioned to accept the Director's report as amended. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
- V. Treasurer's Report: A decision was made to continue with the current P.O. Box at the Post Office and to pay the increased fee. We will research other options for the future in the event of another large fee increase next year. **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

VI. Review of Curbside Service:

- a. Terry reported a 25% increase from last month and Saturdays continue to be the busiest. Terry also noted that curbside is going successfully and continues to be of patron interest. She would like to continue offering it, for a period of time, (pending staff availability) once the library reopens to the public.
- b. Terry shared there was an increase of appointments by 2 this month. She also noted that some appointments are held by repeat customers.
- c. Discussion was had about keeping a record of the patrons who use curbside pickup. All agreed that it was not necessary to track curbside patrons specifically, since the amount of checkouts is the important figure.

VII. Facilities Review:

- a. Terry mentioned the roofing project is underway. There was a request for sealed bids which are due by June 28, 2021.
- b. Terry relayed that trimming of the crab apple tree has not yet been accomplished. Once trimming is complete, the new American flag can be raised.
- c. Terry explained that one of the older diamond style windows is broken. She has called Mark Lightizer and is waiting for a quote to replace. Lynne mentioned due to the age of the windows, quotes for both diamond windows should be made. Terry confirmed Mark Lightizer will quote both, but there may be delays with the replacements due to supply and demand issues for window materials.
- d. Amanda inquired about the remnant poles from the fire escape repair. Terry shared they have not yet been removed.
- e. Kathy mentioned the flowers under the Library sign, planted by Lauri, look beautiful.

VIII. Personnel Policy Review: Lynne, Kathy and Terry met to review and revise the Personnel Policy. Terry sent a draft prior to the meeting for everyone to review.

Amanda motioned to accept the Personnel Policy as revised. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.

New Business

IX. June/July Schedule: Terry shared a proposed schedule for June and July. The changed hours would be Mondays and Wednesdays: from the current 11:00 a.m -

5:00 p.m to 12:00 p.m - 6:00 p.m. Terry explained the time shift could benefit patrons who may need later hours after work. Tuesdays and Saturdays would remain the same at 9:00 a.m. - 1:00 p.m.

- X. Open-Hours/Guidelines: There was a discussion about reopening the library to patrons. The proposal would allow up to six patrons at a time in the building without an appointment. The library would start opening on Monday, June 14th and would be open to the public on the following days: Mondays and Wednesdays from 12:00 p.m. to 6:00 p.m. and Tuesdays and Saturdays from 9:00 a.m. to 1:00 p.m. Fridays, the library will continue to remain closed to the public at this time. Additionally, the Trustees discussed safety guidelines in regard to Covid-19 and decided to use the Town's policies as a guide. Terry will type up these guidelines and post them for the public. It was also decided that there will be limited use of the copy machine, fax, computers and printers at this time. Clubs and groups can start meeting as well and patrons would be requested to sign up in advance to reserve a spot. In addition, outdoor Story Time will remain in place for the summer and possibly return to indoors in the fall.
- XI. NHSL ARPA sub-grant: Terry is working on applying for a sub-grant of the American Rescue Plan Act (ARPA), distributed through the Institute of Museum and Library Services (IMLS) to the New Hampshire State Library (NHSL). The expected allotment for the Gale Library would be \$1,548.00.
- XII. Annual Investment Policy Review: The Investment Policy was reviewed by everyone. **Lynne motioned to accept the Investment Policy as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XIII. Acceptance of Donations: **Kathy motioned to accept the following donations: Puzzles, from Lynne Camp; Puzzles, from Ravensburger; Gift Basket, from Zoo Creatures; Chocolate, from Lindt; Craft Kits, from Hayley Van-Gils. Lynne seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XIV. Friends' News: Terry reported talking with Pat; there are no Friends' meetings scheduled for the summer.
- XV. Monthly Invoice Review and Initialing: Review and initialing of invoices was done at this meeting.
- XVI. Next Trustee Meeting: Wednesday, July 14, 2021, at 10:00 a.m.
- XVII. Meeting Adjourned: 12:00 p.m.

Respectfully submitted,



Amanda Smart, Secretary