

GALE LIBRARY



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

DATE: Wednesday, January 19, 2022
Location: Library & Zoom Video Conference

MEETING MINUTES:

- I. Call to Order: 10:11 a.m.
- II. In Attendance: Lynne Camp, Chairperson (Zoom); Kathy Meserve, Treasurer (Library); Amanda Smart, Secretary (Library); Anne Banks, Alternate Trustee (Zoom); Betty Bufano, Alternate Trustee (Zoom); Terry Caswell, Director (Library)
- III. Minutes from the Previous Meeting:
 - (December 8, 2021 Public) **Kathy motioned to approve the minutes as written. Lynne seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications: No communications to report.
- V. Library Director's Report: **Lynne motioned to accept the Director's report as amended. Kathy seconded the motion. The motion passed unanimously.**
- VI. Treasurer's Report: **Lynne motioned to accept the Treasurer's report as written. Amanda seconded the motion. The motion passed unanimously.**

Unfinished Business

- VII. Review of Curbside Service/Visitors: After reviewing the curbside and visitor statistics, Terry shared that Wednesday's were the busiest day for visitors for the month of December. Also shared was that curbside service decreased by twelve orders this month. Kathy noted it would be interesting to see the totals of visitors for the whole month. Terry responded that she could work on adding that to the other statistics.
- VIII. Facilities Review:
 - a. A Facilities Cleaning position was hired by the Town of Newton. In addition to Town Hall, the role will apply to cleaning the Library as well.
 - b. Pest End performed the monthly maintenance inspection. No issues were noted.

- c. The Winter Maintenance Assistant position is still open. Cait Foucher remains as Backup Winter Maintenance Assistant.

- IX. Staffing/Open Positions: Staff hours and changes were discussed. Also discussed were candidates for the open position of Youth Services Librarian. A decision was made to repost the advertisement to give more time for potential candidates to apply.

New Business

- X. February Scheduling: February Scheduling was discussed and agreed upon by all.
- XI. 2021 Annual Reports: The Annual Reports for 2021 were completed and submitted.
- XII. Annual Secretary/Treasurer's Minutes and Reports: The Secretary minutes and Treasurer Reports for the year 2021 will be loaded onto USB drives for electronic storage.
- XIII. Deliberative Session at Town Hall-2/5/2022: A discussion about the deliberative session took place. Also discussed were budgets, proposed salaries, and what time of year might be most effective for approving & giving raises.
- XIV. Acceptance of Donations: N/A
- XV. Friends' News: A suggestion was made that, in lieu of a bake sale during Town voting in March, an advertisement could be put up on social media for donations to the Friends to be sent in-care of the Library.
- XVI. Monthly Invoice Review and Initialing: Review and initialing of invoices was done after this meeting adjourned.
- XVII. Next Trustee Meeting: Wednesday, February 9, 2022, at 10:00 a.m.
- XVIII. Meeting Adjourned: 11:13 a.m.

Respectfully submitted,

Amanda Rae Smart

Amanda Smart, Secretary