GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday June 10, 2020**

Conference Call

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In attendance via conference call: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve, Treasurer, Terry Caswell, Director; Betty Bufano, Alternate; Marianne Pelletier, Alternate; Amanda Smart, Guest.
3. Minutes from the Previous Meeting (May 13, 2020): **Kathy motioned to accept the minutes as written. Lynne seconded. The motion passed unanimously; no nay votes were cast.**
4. Library Director’s Report: **Kathy motioned to accept the Director’s report as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**
5. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

1. Kanopy Streaming: Terry has signed the Library up for this service. 77 visits have been made thus far. 29 patrons have viewed content. The Trustees discussed how they felt Kanopy was contributing to what the Library can offer at this time. All felt it was positive. We will continue with the free trial and then go forward with a monthly plan to offer digital resources to the community.

COVID 19 Update and Reopening Plan: Our current Alternate Trustees have not yet been sworn in due to the pandemic, but this should be taken care of in the near future. Amanda Smart took this opportunity to let us know she would like to become an Alternate Trustee. Lynne will submit her name to the Board of Selectmen for consideration. We all thanked Amanda for volunteering.

The Town’s Task Force has been working on reopening recommendations, which we will most likely adapt for Library use. The Town is thinking about a soft reopening of Town Hall on July 6, 2020. The Library may also do a soft reopening at that time. We would start with returns at the book drop and curbside pickup of materials which have been requested on line or by phone.

Diane Morin has been looking into replacing our phone service with Comcast. Also, the Plexiglas barriers for the circulation desks have been ordered.

New Business:

1. Staffing Review: Helen Nault has temporarily resigned as our cleaning person due to personal reasons. Lillian McCormack has volunteered to do the cleaning on a temporary basis. Terry proposed we create a new position which will allow Lillian to do the cleaning within the town matrix. Terry drew up a job description titled “Facilities Cleaning Assistant”. It will be Grade 4, Step 30, which pays $25.12 per hour. **Lynne motioned that we create a new position titled “Facilities Cleaning Assistant”. Kathy seconded the motion, which passed unanimously. No nay votes were cast. Anne moved that Terry hire Lillian McCormack as the new “Facilities Cleaning Assistant”, which will be Grade 4, Step 30 on the Library Matrix for the town and pay her $25.12 per hour, Lillian will work 2 hours per week on a temporary basis, starting June 21st, 2020. Lynne seconded the motion which passed unanimously. No nay votes were cast.**

Terry has asked that Caitlin Foucher be made a permanent employee, no longer a substitute. She will be paid $12.89 under Grade 4 Step 1 of the Library wage Matrix, effective June 21st, 2020. The number or hours per week that Cait will work is still to be decided. After some discussion all agreed. **Lynne moved that Caitlin Foucher’s status be changed from float to part time permanent library assistant, effective June 21, 2020. Anne seconded the motion, which passed unanimously. No nay votes were cast.**

As the Library remains closed, the Trustees wanted to be sure the Library staff will continue to be paid their full hours as it has been continued since April 5, 2020. **Accordingly, Lynne moved that we continue to pay library staff their full hours as they have been continued since April 5, 2020 until further notice. Kathy seconded the motion, which passed unanimously. No nay votes were cast.**

1. Laptop Purchase: Terry’s laptop, the computer she uses on a daily basis, has shown signs of imminent failure and needs to be replaced. She has found one at Staples, which cost approximately $750.00. Terry will transfer her document files from the old computer to the new one. **Kathy moved that the Trustees approve the expenditure of $750.00 for the purchase of a new laptop for Terry. Lynne seconded the motion, which passed unanimously. No nay votes were cast.**
2. Niche Academy: Terry is encouraging her staff to participate in these on line classes and tutorials, many of which were designed specifically for librarians.
3. Annual Investment Policy Review and Signage: The Trustees reviewed the current Investment Policy as required by the auditors. No changes were deemed necessary. **Lynne moved we accept the investment Policy as written. Kathy seconded the motion, which passed unanimously. No nay votes were cast.** The Trustees will date and sign the policy at their earliest convenience.
4. Acceptance of Donations: N/A
5. Friends’ News: Plans have been cancelled for the Book Sale in June. The Friends will not meet over the summer.
6. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting. Invoices will be dealt with at a later date.

Next Trustee Meeting: Wednesday, July 8, 2020, at 10:00 am.

Meeting adjourned at 11:30 am.

Respectfully submitted,

Anne Banks, Secretary