GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday, October 7, 2020**

Conference Call

**MEETING MINUTES**

1. Call to Order: 10:02 a.m.
2. In attendance via conference call: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director; Betty Bufano, Alternate Trustee; Amanda Smart, Alternate Trustee.
3. Minutes from the Previous Meetings (September 9, 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: **Lynne motioned to accept the Director’s report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
5. Treasurer’s Report: **Anne motioned to accept the Treasurer’s report as amended. Lynne seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

1. Review of Soft Opening – Curbside Service: Terry reported that curbside service is going well with the expanded hours on Saturday. The Trustees discussed making more changes. There have only been 2 Saturdays since the expanded hours, therefore it was decided that the schedule should stay as it is until our next meeting on November 4th. **Kathy moved that the current schedule remain in place until the Trustees meet on November 4th. Lynne seconded the motion which passed unanimously. No nay votes were cast.**
2. Staffing Review: Terry has completed her staff evaluations and presented them to her staff. Kathy, Terry and Lynne will work together on a committee to develop new job descriptions for Youth Services Librarian and Youth Services Library Assistant. The new descriptions will help the Trustees begin a search for an upcoming vacancy. Jillian Trudeau’s paperwork to apply as a youth staff member is pending.
3. Facilities Review: Terry reported that inspection of the Library building resulted in several issues that need to be reported on Form O. Most of these revolve around the fire exit from the second floor and the faulty emergency exit signs. Terry is working to resolve these issues. The inspection also showed that one of the fire escape support columns is split; thus fire chief Alcaidinho has ordered that only staff members may use the second floor, and then only during daylight hours. The town is waiting for the report from Emanuel Structural Engineering as to recommended solutions. In addition, Terry tried to turn on the furnace last week and the heat would not come on. Repairmen were called and a new part installed so that the furnace now works. The furnace will be cleaned on October 15th. Terry asked Lauri to call Unitil about a large branch on the power line at the Library, as it was a Saturday and Terry was not there. Unitil came out and removed the branch, but Terry is concerned that the tree is not healthy and should be removed. She has contacted Town Hall to see if they will remove the tree. Terry has ordered 2 air purifiers with donation money. The cost is $100.00 each.
4. Library Director’s Annual Evaluation: Lynne is ready to put the final document together and will email it out to the Trustees and Terry when it is done.

New Business

1. Preliminary 2021 Budget Review: This item was tabled. We will need a special meeting to discuss the 2021 budget proposal. Lynne will schedule a meeting later this month.
2. Dues for Seacoast Area Libraries: No dues are being collected for this organization this year.
3. Options for Future Meetings: All present agreed we should try meeting in person for future meetings, using the space that Town Hall has offered for this purpose. Lynne will see if the space is available for a budget meeting later this month and for our November 4th Trustees’ meeting.
4. CPR/AED Certification Renewals: Terry will be contacting the Fire Chief for more information.
5. Acceptance of Donations**:** N/A
6. Friends’ News: The Friends are considering options for a spring fundraiser in 2021.
7. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
8. Next Trustee Meeting: Wednesday, November 4, 2020, at 10:00 am. The Trustees will meet at Town Hall in person.

Meeting adjourned at 11:35 am.

Respectfully submitted,

Anne Banks, Secretary