GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

 **(603) 382-4691**

**DATE: Wednesday, January 13, 2021**

**Location: Zoom virtual meeting**

**MEETING MINUTES**

1. Call to Order: 10:15 a.m.
2. In attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Anne Banks, Secretary; Terry Caswell, Director; Betty Bufano, Alternate Trustee; Amanda Smart, Alternate Trustee.
3. Nonpublic Session: **Lynne moved to enter nonpublic session citing RSA 91-A:3 II (a), Compensation. Motion was seconded by Kathy.** **Motion passed unanimously; no nay votes were cast.** Trustees entered Nonpublic Session at 10:16.
4. Trustees returned to public session at 10:27. Decision was made during nonpublic session to change Sue Mears’ employment status. She has recently retired from her position at the Library as Assistant Director/Children’s Librarian. Sue will become a Library Assistant/Float, effective January 1, 2021.
5. Acceptance of Minutes of previous meetings:
* (December 9, 2020) **Lynne motioned to accept the minutes as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
* (December 14, 2020) **Lynne** **motioned to accept the minutes as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**
* (December 23, 2020) **Lynne motioned to accept the minutes as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
1. 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.**
2. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

1. Review of Curbside Service: Terry reported curbside services continues to go well. The Trustees mentioned the curbside statistics Terry prepared gave us great information and were very helpful when evaluating staffing schedules. As per the curbside statistics, all agreed to continue with the current curbside service schedule.
2. Staffing Review: Terry proposed that Cait Foucher’s hours be increased by 2 hours per week. These hours would be scheduled on Saturday, when there is increased demand for curbside service. The Trustees agreed this is a good plan.
3. Facilities Review: Terry reported that the Department of Labor inspection of the Library went well. The inspector was quite thorough, checking the basement and the attic as well as the first and second floors.
4. Youth Services Librarian Job Description: The Trustees reviewed the job description as put together by Terry, Kathy and Lynne. Other than some minor formatting changes the Trustees were satisfied with the document. **Anne moved to accept the Youth Services Librarian job description as prepared by the committee. Kathy seconded the motion, which passed unanimously. No nay votes were cast.**

New Business

1. 2020 Budget Review: The Trustees have heard nothing further about the Library’s proposed budget as presented to the Board of Selectmen.
2. Annual Town Report: The document was reviewed by the Trustees and several revisions were made. It is now complete.
3. Library Building Fund: The Board of Selectmen want to use moneys in this Fund to pay for a new roof on the Library, which the Library sorely needs. The Board of Selectmen want to submit a warrant article that names them as the Agents to Expend for this Capital Reserve Fund, This Fund has gone through several iterations in the 40 or so years since it was established. It has had several titles through the years, but its current title and use is to pay for renovations or additions to the existing library building, or a new library. The funds belong to the taxpayers, so a warrant article is needed to allow expenditure of the fund for any purpose. The BOS will submit the warrant article for review at the Budget Hearing and the Deliberative Session.
4. NHLA Membership Renewal: Terry will renew her membership. Should we hire a Youth Services Librarian Terry will also request a membership for this person.
5. Public Hearing for 2021 Budget Warrant Articles: This hearing will be both a Zoom audio meeting and an in person meeting. It will be held January 18, 2021 at 7:15.
6. Acceptance of Donations**:** N/A
7. Friends’ News: No news to report at this time.
8. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
9. Next Meeting will be Wednesday, February 10, 2021. This will be a Zoom meeting.

Meeting adjourned: 11:37 a.m.

Respectfully submitted,

Anne D. Banks, Secretary