

GALE LIBRARY



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

DATE: Wednesday, April 14, 2021

Location: Zoom Meeting

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 (Left meeting at 11:33 a.m.); Louis Bufano, guest (attended the meeting during the discussion regarding the Master Plan Steering Committee)
- III. Minutes from the Previous Meetings:
 - (March 10, 2021 Public) **Kathy motioned to approve the minutes as written. Lynne seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Correspondence and Communications: Terry mentioned receiving the spring 2021 newsletter of the New Hampshire Library Trustees Association (NHLTA).
- V. Library Director's Report: In addition to the Library Director's Report, Hayley wrote up a separate report for Children's Services. All agreed the information was beneficial, and that for further reports it would be included within the Library Director's Report document. Kathy then inquired about the recent seminars Terry had attended. Terry shared they were informative. Lynne noted that Kanopy plays have lowered to one viewing for the month. Terry mentioned they could advertise more to encourage use of the program. It was agreed that advertising could be helpful. **Lynne motioned to accept the Director's report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
- VI. Treasurer's Report: Kathy briefly discussed the Treasurer's Report sharing details on expenses and assets. Also, as per last month's discussion, Kathy relayed the successful purchase of the QuickBooks CD. **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

- VII. Nonpublic Session: **Lynne moved to enter Nonpublic Session under RSA91-A:3, II(a). Kathy seconded the motion; the motion passed unanimously.** Nonpublic Session entered at 10:28 a.m.
- VIII. Public Session reconvened at 11:05 a.m. **Motion made by Lynne to seal the minutes of the Nonpublic meeting, keeping all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. One exception is to release to the Bookkeeper the information needed for her records. Motion was seconded by Amanda; the motion passed unanimously.**
- IX. Review of Curbside Service: Terry shared that curbside checkouts had a huge increase on Saturdays. The month of March had 174 checkouts; 60 of those checkouts were on Saturdays. Terry shared that the Library has officially opened up for appointments on Mondays and Wednesdays. So far there were 2 successful appointments on Wednesday the 7th. Amanda asked how patrons sign-up for an appointment. Terry answered that patrons can call the morning of their intended visit, on Mondays and Wednesdays, to check for availability and then sign-up for a time slot.
- X. Facilities Review:
- a. Terry stated landscaping work and power washing had been accomplished.
 - b. Terry shared that Mike Pivero will remove the old flag pole and work will be done to install the new pole, being donated by Jim Foley. Terry also shared that the American flag was taken down due to damage caused by tree branches. A new American flag has been ordered. She mentioned contacting Mike about the removal of the old crab apple tree, as it interferes with the flag and flagpole area. The trustees approved this idea and agreed this would be beneficial. She will also inquire about getting two remnant poles (from the fire escape exit repair) removed from the premises.
 - c. Terry had asked Diane Morin, Selectman's Secretary, about the availability of funding for the new roof. The funding is not available currently, so Terry will wait until the time is closer to availability of the funds before making appointments with a company to do the roofing. Kathy suggested to look into the same roofers that completed work on the Marshall House.
 - d. Terry mentioned the NH Department of Labor Inspection Report was received. Hand sanitizer labels have been updated to include the manufacturer's name. AED locator signage has been placed more closely to the AED device.

- XI. Master Plan Steering Committee: Anne worked on the write up for the MPSC and sent drafts before the meeting to review. All were appreciative of the details she had compiled. Amanda inquired about adding comments about the lack of accessibility at the current site of the Library, as per previous conversations. All agreed accessibility was an important factor to consider and include in the document. Anne mentioned she would update the document to include the need for accessibility, and then will submit the document to Annie Collyer. Louis Bufano attended this portion of the meeting.

New Business

- XII. ARPA & FFCRA Leave: Terry gave a brief overview of the ARPA & FFCRA acts- explaining that these acts work cooperatively. She noted an expanded list of qualifying reasons for paid leave surrounding COVID-19 circumstances, with a 10 day “bank” of excused leave.
- XIII. Governor’s State of Emergency Extension: Discussion was had about the current State of Emergency Extension. Updates from Governor Sununu should be released within the week on whether the State of Emergency will be extended further.
- XIV. 2021 NHLTA Virtual Conference: This year the NHLTA Conference will be held virtually on the days of May 12-13, 2021. The cost is \$25 per person, with the ability to view sessions following the conference for a time period of six months.
- XV. NHLTA Orientation Virtual Workshops: The NHLTA is hosting virtual orientation workshops on the dates of Saturday, April 24, 2021 and Monday, June 7, 2021. There are 3 webinars to watch and review beforehand in preparation for the orientation workshop. Kathy added that the presentation *The Other Money* by Terry Knowles was an informative webinar to review as well.
- XVI. Personnel Policy Review: Pages one and two of the Personnel Policy were reviewed. Discussions were had specifically pertaining to the areas of “Recruitment” and “Performance.” Terry will update pages one and two of the Personnel Policy, and then send to the Trustees for further review. Pages three through five of the Personnel Policy will be reviewed at next month’s meeting.
- XVII. Acceptance of Donations: Sally Woodman donated \$40.00 for supplies; Ravensburger Puzzle donated approximately 60 puzzles. **Lynne motioned to accept the donations of \$40.00 for supplies, and the 60 puzzles for prizes. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XVIII. Friends’ News: No news to report at this time.
- XIX. Monthly Invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.

XX. Next Trustee Meeting: Wednesday, May 12, 2021, at 10:00 a.m. Depending on current State of Emergency Orders it could be a Zoom conference call format, or an in-person meeting.

XXI. Meeting Adjourned: 12:19 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Rae Smart".

Amanda Smart, Secretary