

GALE LIBRARY



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

**DATE: Wednesday, May 12, 2021
Location: Zoom Meeting**

MEETING MINUTES

- I. Call to Order: 10:09 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Amanda Smart, Secretary; Terry Caswell, Director; Betty Bufano, Alternate Trustee
- III. Minutes from the Previous Meetings:
 - (April 14, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
 - (April 14, 2021 Nonpublic) **Lynne motioned to approve the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Correspondence and Communications: Terry opened a letter from the New Hampshire Library Trustees Association (NHLTA) containing information regarding membership renewal and dues, to be fulfilled by July 1, 2021.
- V. Library Director's Report: There was a brief discussion about the Summer Learning Grant 2021 for the summer reading program; more details will be available next month. Terry mentioned the upcoming Zoom presentation Wine 101. There was also a discussion about the new teen read-aloud program that Hayley has recently launched. **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: **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. Review of Curbside Service:

- a. Terry reported that numbers are doing well and Saturdays are still popular. It was noted that patrons have increased their requests through the catalog, which is also the easiest way for staff to fulfill orders.
- b. Terry inquired if she should continue to relay the craft and circulation stats for the youth. It was determined that since Hayley is including most of those stats now, that Terry would not need to double up on this information. Also decided was that Hayley could include the circulation numbers; therefore all data would be included within the Directors report, as opposed to separate documents.
- c. Discussion took place about the next steps to open up the Library. Kathy mentioned some concerns about the difficulty of social distancing if the library is fully open. Lynne agreed that waiting and reevaluating in June would make sense for staff safety. It was determined to keep the current May proposed hours and stay with the appointment schedule.
- d. Terry had a question regarding appointments, asking to possibly increase the patron number per group. All agreed that an appointment can include one patron plus up to three family members residing in the same household.

VIII. Facilities Review:

- a. Terry relayed that the flagpole project was moving along nicely. Jim Foley aided in securing the base of the newly donated flagpole; which includes a nice feature of an LED light. A decision was made to keep the crab apple tree. The new American flag will be raised once trimming of the crab apple tree has been completed to prevent branches from tearing the new flag.
- b. Terry shared she is looking into the painting/restoration of the historical plaque for the Library.
- c. Terry explained that the remnant poles, from the fire escape repair, have not yet been removed.
- d. Terry noted plans to plant flowers under the Library sign.

- IX. Master Plan Steering Committee: Lynne mentioned since Anne is not present we will revisit this topic in the future. Also discussed was that the survey from the Town only received a 5% return. It was noted the timeframe for completion was short. Betty mentioned there were possibilities to complete it still, in paper form or online for those who didn't have a chance to access it yet.

- X. Personnel Policy Review: A decision was made to form a sub-committee to discuss the Personnel Policy. Lynne, Kathy and Terry will meet to review. A draft with suggestions for edits will be presented at next month's board meeting.

New Business

- XI. Sustainable Shelves Program- Baker & Taylor: Terry explained this B&T program for disposing of unused books. This program is of no cost to the Library, and aids in the proper disposal of books. All agreed to trying this program, so Terry will sign the agreement to start the process.
- XII. CD Collection (Music): Terry relayed that music CD circulation has been very low over the past several years; possibly due to this technology being older, and the availability of multiple streaming platforms for music. She would like to pare down and keep only the holiday and children's music CDs. All were in agreement to move forward with this. It was then suggested that they be offered free to the public first, before disposing of them.
- XIII. Drive-In Story Time: Discussion was had surrounding Hayley's outdoor story time proposal. It was reviewed, received positive feedback, and all agreed it would be good to proceed. Estimated start date is June 1st, when the Library building would still be closed. Notes were made that this could be a good transition for the future return of in-Library story time.
- XIV. Kanopy Review: Terry reported information and statistics on Kanopy. This program was launched in June 2020, and is a pay as you go program. Terry requested renewal of the resource. All were in agreement for the Library to continue offering Kanopy at this time.
- XV. Possible Printer Replacement: Terry requested to purchase a new printer for the main floor of the library, as the old one isn't functional. The new printer, recently purchased for upstairs, is functioning well and has the ability to scan, fax, copy and print. Terry hopes to purchase it for the same price as the first one, for \$149.99. All agreed this purchase would be beneficial.
- XVI. Acceptance of Donations: N/A
- XVII. Friends' News: Terry reported talking with Pat. She updated her on the potential of the new Sustainable Shelves program. They also conversed about the possibility of the Friends' hosting a book sale in September.
- XVIII. Monthly Invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
- XIX. Next Trustee Meeting: Wednesday, June 9, 2021, at 10:00 a.m. The aim is to host an in-person meeting at Town Hall; with the option to revert to Zoom (video conference) depending on COVID-19 restrictions/current State of Emergency.

XX. Meeting Adjourned: 12:01 p.m.

Respectfully submitted,

Amanda Rae Smart

Amanda Smart, Secretary