

# GALE LIBRARY



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

**DATE: Wednesday, August 11, 2021  
Location: Conference Call**

## **MEETING MINUTES:**

- I. Call to Order: 10:00 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Amanda Smart, Secretary; Anne Banks, Alternate Trustee/Acting Trustee; Betty Bufano, Alternate Trustee
- III. Minutes from the Previous Meetings:
  - (July 14, 2021 Public) **Lynne motioned to approve the minutes as written. Anne seconded. The motion passed unanimously; no nay votes were cast.**
  - (July 14, 2021 Nonpublic) **Lynne motioned to approve the minutes as written. Anne seconded. The motion passed unanimously; no nay votes were cast.**
- IV. Correspondence and Communications:
  - a. Terry received a status update from the New Hampshire State Library about the final report for the IMLS ARPA Round #1 Formulaic Grant Funds as being completed.
  - b. The New Hampshire Library Trustees Association has released an updated manual- *NHLTA Manual 2021: A Guide for Library Trustees*.
- V. Library Director's Report: **Anne motioned to accept the Director's report as amended. Lynne 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 amended. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**

## Unfinished Business

### VII. Review of Curbside Service:

- a. There has been an increase of patrons visiting the library in person. It was reported many have expressed their happiness to be back in the library.
- b. Total curbside orders have dropped by over 50%. Saturdays continue to be the most popular day and the online catalog is still the preferred method for requesting orders.

### VIII. Facilities Review:

- a. Roof replacement plans are underway and a contractor has been hired.
- b. The winter maintenance position still needs to be filled. It was noted that the Town does not have this position filled either. Terry is reaching out to Jillian Trudeau for inquiries as to a replacement. Suggestions were made to put out advertisements of the open position through the following: local FaceBook sites, the Carriage Towne News, and to seek out possible interest from the Sargent Woods community.
- c. On July 21, the fire alarm went off at the library. Staff called JM Protective Services initially to help troubleshoot the problem, but JMPS did not answer the calls. The Fire Department was called to check out the building and found no issues. After the fact, JMPS reported that storms in the area had caused errors with the fire alarm system. The Trustees decided that we should send a formal memo to the Town explaining the malfunction of the system and the lack of service we received from JMPS. Lynne will draft a memo to address this.

## New Business

- IX. Closing of Library for Roof Replacement: As previously noted roof replacement is being planned. A date is tentatively scheduled for September 22, but may change due to weather or scheduling needs. Due to the nature of the repairs and dumpster placement, the library will need to close while repairs are happening, for the safety of patrons and staff. As the date nears and becomes solidified, a determination of which days to close the library will be made.
- X. Creative Bug Cancellation: Discussion took place about the platform Creative Bug. The Trustees decided not to renew the subscription to Creative Bug due to the large fee increase as well as to low patron usage.
- XI. Annual Staff Evaluations: Terry will be conducting annual staff evaluations in September. The Trustees will also be conducting the annual evaluation for the Library Director this fall.

- XII. United for Libraries Virtual 2021-ALA Conference August 17-19: This conference is being offered by United for Libraries (Association of Library Trustees, Advocates, Friends and Foundations) and will be conducted virtually on August 17th, 18th and 19th. Registered participants may have access to the materials for a term of one year.
- XIII. Acceptance of Donations: **Lynne motioned to accept the donation of a children's book from Mrs. Butcher. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**
- XIV. Friends' News: A Book Sale is tentatively planned for Saturday, September 25 at Estabrook's Garage. The time is yet to be determined.
- XV. Monthly Invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
- XVI. Next Trustee Meeting: Wednesday, September 8, 2021, at 10:00 a.m.
- XVII. Meeting Adjourned: 11:17 a.m.

Respectfully submitted,

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

Amanda Smart, Secretary