

# GALE LIBRARY



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

**DATE: Wednesday, September 8, 2021**

**Location: Town Hall**

## **MEETING MINUTES:**

- I. Call to Order: 10:35 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer (left at 12:20 p.m.); Amanda Smart, Secretary; Betty Bufano, Alternate Trustee/Acting Trustee; Anne Banks, Alternate Trustee; Terry Caswell, Director; Guest: Hayley Van-Gills, Youth Services Librarian
- III. Minutes from the Previous Meeting:
  - (August 11, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications:
  - a. Terry confirmed that the New Hampshire Library Trustees Association has released an updated manual- *NHLTA Manual 2021: A Guide for Library Trustees*; copies have been sent electronically and a hard copy is available at the library as well.
  - b. NHLTA is offering professional development opportunities for Trustees, cost was noted at \$20.00.
- V. Library Director's Report: Lynne inquired about the differing terms used for reporting participation numbers for youth services. Hayley explained the variances in terms are how social media sites calculate participation. Kathy inquired how storytime statistics were calculated. Hayley noted the participation included the in-person attendance number as well as the number of views/shares from the recorded versions uploaded on the social media platforms. Also discussed was the Transforming Teens Services Training, a 5 week professional development course on teen engagement that Hayley is interested in. All agreed it sounded like a beneficial course. **Kathy motioned to accept the Director's report as written. Lynne seconded the motion. The motion passed unanimously.**

- VI. Treasurer's Report: It was shared that \$50.00 was accrued from out-of-town library membership card fees and that it would be beneficial to spend this before the end of the year. **Lynne motioned to accept the Treasurer's report as written. Amanda seconded the motion. The motion passed unanimously.**

Unfinished Business

- VII. Review of Curbside Service: Curbside statistics are similar to last month and have decreased by eight orders. Saturdays continue to be the busiest for curbside pick up.

VIII. Facilities Review:

- a. Roof replacement is planned for Wednesday, September 22, 2021 and dumpster drop off is planned for Tuesday, September 21, 2021. Terry will confirm these dates are still valid. Once dates are confirmed then notifications to the public of the library closing, for both of these dates, will be made a week in advance. It was also determined that staff scheduled to work those days will be paid for their normal working hours.
- b. Terry asked about replacing the old dehumidifier and the Trustees were in favor of a replacement. **Lynne motioned to authorize Terry to purchase a new dehumidifier in the \$300.00 range. Kathy seconded the motion. The motion passed unanimously.**
- c. Work on the windows and porch lattice is complete. Additionally, a broken step on the front porch was also repaired.
- d. JMPS replaced the batteries for the alarm system on August 9, 2021.
- e. A defective cable for the fax machine phone line was replaced through Windstream.
- f. Annual furnace inspection was completed. It was relayed that the Town decided to remove the furnace replacement from the priority list of library repairs.
- g. The winter maintenance position still needs to be filled. Decisions were made to put out advertisements of the open position on local FaceBook sites such as the Town of Newton and Gale Library pages. Lynne volunteered to send notice out to the Sargent Woods community.

- IX. Review of Current COVID Guidelines: Discussion took place about guidelines for visiting the library at this time. It was decided that the library strongly recommends all visitors wear a face mask, social distance by 3 feet, and use hand sanitizer upon entering/leaving the building. It was noted that at outside activities, such as storytime, patrons do not need to wear masks. Also discussed were guidelines for groups meeting at the library. It was determined groups can meet with open attendance, without registration, and that masks are strongly recommended for groups as well.

## New Business

- X. Library Director's Evaluation: The Library Director's evaluation will be completed next month. Amanda and Kathy should return their completed evaluations to Lynne by September 30, so that Lynne can condense them into one document.
- XI. October Schedule Review: Discussion about opening up the library for more hours took place. Terry noted some patrons have shown interest in expanding the library hours and asked about the possibility to increase open hours. Terry will write up a proposal for extending open hours for the Trustees to review. Hayley also asked specifically about increasing her hours for when the library is closed, to record youth services videos, so as not to interfere with her ability to interact with patrons during open library hours. The Trustees noted the budget will need to be consulted before approvals of library hours or staff hours can be determined.
- XII. Kathy left the meeting at 12:20; Betty took over as Acting Trustee.
- XIII. Form "O" Inspection: Form "O" refers to the annual building inspection form for Primex Insurance. Terry has put in requests for the Fire Chief or Emergency Management to facilitate the inspection. It is due September 23, 2021.
- XIV. Cell Phone Restriction Policy Review: The Cell Phone Restriction Policy was reviewed and amendments were made. Terry will update the document to be signed at a future date. **Betty motioned to approve the Cell Phone Restriction Policy as amended. Lynne seconded. The motion passed unanimously.**
- XV. Acceptance of Donations: N/A
- XVI. Friends' News: A Book Sale is planned for Saturday, September 25 at Estabrook's Garage.
- XVII. Monthly Invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
- XVIII. Next Trustee Meeting: Wednesday, October 13, 2021, at 10:00 a.m.
- XIX. Meeting Adjourned: 12:40 p.m.

Respectfully submitted,



Amanda Smart, Secretary