

GALE LIBRARY



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

DATE: Wednesday, November 10, 2021

Location: Library

MEETING MINUTES:

- I. Call to Order: 10:04 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Amanda Smart, Secretary; Anne Banks, Alternate Trustee; Terry Caswell, Director; Guest: Hayley Van-Gils, Youth Services Librarian
- III. Minutes from the Previous Meeting:
 - (October 13, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications:
 - a. NHLTA Fall 2021 Newsletter was received.
 - b. Terry noted a letter was received from DEMCO referring to both supply and shipping delays.
 - c. NHLTA Roundtable for November 10, 2021 from 2:00-3:00 p.m. Terry signed up to attend.
- V. Library Director's Report: **Lynne motioned to accept the Director's report as amended. Kathy seconded the motion. The motion passed unanimously.**
- VI. Treasurer's Report: Kathy briefly reviewed some statistics on our budget standings, which are in order to complete the year. Kathy noted that the Windstream phone service has changed to electronic billing and will no longer be received in the mail. **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/Visitors: After reviewing the curbside and visitor statistics, Terry shared that Wednesdays have become the most popular day for visitors. It was noted curbside service is still being utilized, but did decrease to 28 orders for the

month of October. Also discussed was the popularity of the adult craft kits. It was decided to expand this program to increase the number of crafts per month as well as the number of kits created. Patrons can sign up to reserve a kit to get a better idea of how many kits may need to be prepared.

VIII. Facilities Review:

- a. October 22, 2021 Terry noticed a tree leaning over the dumpster. Mike Pivero was called for assistance, and Town Hall was notified. Eventually the tree fell and most of the tree was removed, but some may remain under the dumpster.
- b. Terry officially gave the Deed of Gift to Diane Morin, Newton Historical Society President, for the historical quilt transfer. Bill Landry picked up the quilt.
- c. In regards to the Form O Inspection, an electrician came by to look at the exit sign/Emergency lights by the bathrooms, and will place an order for the parts needed to repair it.
- d. It was determined that the Clean-Right Janitorial Service is more a cleaning based business, and does not focus on general facilities maintenance tasks.
- e. No news regarding the Winter Maintenance Assistant position.
- f. Hayley brought in her portable carpet cleaning machine to clean the sanitizer spill. She was able to successfully remove the stain.

IX. Library Director's Evaluation Signage: Terry provided signed copies of the Library Director's Evaluation to each of the Trustees.

X. Public Internet Access Policy Signage: The Trustees signed the Public Internet Access Policy, which was reviewed and approved at last month's meeting.

New Business

XI. Budget Meeting with BOS Review: Kathy and Lynne attended the Board of Selectmen Meeting for budget review. The Selectmen accepted the proposed library budget as a draft for inclusion in the 2022 town budget. Kathy mentioned that we should consider whether the Library will have any town warrants to propose for next year. It was noted that we should submit any warrants, or relay there are none to submit, before the end of 2021.

XII. 2022 Holiday and Trustee Meeting Schedule Review: Terry provided a list of dates for the 2022 Holiday Schedule and the Trustee Meeting Schedule. All were in agreement of the dates noted. Terry will type up and provide copies of the schedules to the Trustees. Voting to accept the schedules will be done at next month's meeting.

XIII. Annual Town Reports: Terry noted she has a narrative in progress and once drafted she will send it to the Trustees for review.

- XIV. Welcome to United Libraries All Access Statewide Training: This is a collection of training and resource conferences provided by a division of the American Library Association which are available through online videos, with the option to rewatch in the future.
- XV. ARPA Town Grant: Discussion took place of how the library may utilize the ARPA Town Grant. Items mentioned on the list were air purifiers for indoors, and an outside cleared area to host outdoor programs or for patrons to gather outside.
- XVI. Giving Tree: Tina O'Rourke will be sending along requests for the Giving Tree. Once requests have been sent, they will be posted and available for patrons to choose a gift to purchase for a child in the community.
- XVII. Acceptance of Donations: **Lynne motioned to accept the donations of a box of DVDs, books and candy — from patrons; 6 boxes of disposable gloves — from the Town of Newton Emergency Management. Kathy seconded the motion. The motion passed unanimously.**
- XVIII. Friends' News: During the month of November the Friends are organizing the collection of donated dry good items for the local food pantry. They also created a Christmas gift basket to be raffled off, with the drawing to be held on December 15, 2021.
- XIX. Monthly Invoice Review and Initialing: Review and initialing of invoices was done directly after this meeting adjourned.
- XX. Next Trustee Meeting: Wednesday, December 8, 2021, at 10:00 a.m.
- XXI. Meeting Adjourned: 11:58 a.m.

Respectfully submitted,

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

Amanda Smart, Secretary