

GALE LIBRARY



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

DATE: Wednesday, December 8, 2021

Location: Town Hall

MEETING MINUTES:

- I. Call to Order: 10:34 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Amanda Smart, Secretary; Betty Bufano, Alternate Trustee; Terry Caswell, Director; Guest: Hayley Van-Gils, Youth Services Librarian
- III. Minutes from the Previous Meeting:
 - (November 10, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded the motion. The motion passed unanimously.**
 - (November 26, 2021 Public) **Lynne motioned to approve the minutes as written. Amanda seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications:
 - a. The NHMA *Right to Know* manual was received electronically; a printed hard copy has been placed in the Trustee basket.
- 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: **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 Mondays were the most popular day for visitors for the month of November. Also shared was that curbside service increased by seven orders this month.
- VIII. Facilities Review:
 - a. Kingston Electric replaced the bathroom light with a new LED bulb.

- b. Kingston Electric also repaired the fire exit light, which was discovered during a Form O Inspection. A secondary inspection is pending.
 - c. The Winter Maintenance Assistant position is still open. Cait Foucher remains as Backup Winter Maintenance Assistant.
- IX. 2022 Holiday and Trustee Meeting Schedules: The proposed Holidays and Trustee Meeting Schedules were reviewed. **Lynne motioned to accept the 2022 Holiday and Trustee Meeting Schedules. Kathy seconded the motion. The motion passed unanimously.**
- X. Annual Town Report Narrative Review: Terry completed the Annual Town Report Narrative which was reviewed by the Trustees. Terry will submit the document to Town Hall. Library statistics will continue to be gathered, and will be sent after the completion of the 2021 year.
- XI. Giving Tree Update: The Giving Tree gift tags are available for patrons to pick up. All gifts are to be returned by December 15, 2021, when Tina O'Rourke will then pick up the Giving Tree gifts for distribution.

New Business

- XII. Staffing Review/Open Positions: There was a discussion about staff hours, services, and the proposed curbside/open hours. The Youth Services Librarian position is open and has been posted to NHAIS Listserv, the Town website, FaceBook, and the NH State Job Line. The cleaning position is also currently open. Terry relayed that Cait Foucher is willing to take on this role. **Kathy motioned to appoint Cait Foucher to Temporary Facilities Cleaning Assistant at Grade IV Step 30, at a rate of \$25.12 per hour; effective Sunday December 19, 2021. Amanda seconded the motion. The motion passed unanimously.**
- XIII. Encumbrances: There are no encumbrances for this year.
- XIV. Time Line for Town Meeting Information: There was a discussion about receiving the Time Line for Town Meeting information. Noted was that the open Trustee position will need to be on this year's Town voting ballot. The dates to file are between January 19th-28th 2022.
- XV. Acceptance of Donations: **Lynne motioned to accept the donations of a Snow White themed gift basket for a free raffle, by P. Mull; books, by a patron. Amanda seconded the motion. The motion passed unanimously.**
- XVI. Friends' News: The Friends had a meeting on November 10, 2021. The Friends organized 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.
- XVII. Monthly Invoice Review and Initialing: Review and initialing of invoices was done directly after this meeting adjourned.
- XVIII. Next Trustee Meeting: Wednesday, January 12, 2022, at 10:00 a.m.

XIX. Meeting Adjourned: 12:06 p.m.

Respectfully submitted,

Amanda Rae Smart

Amanda Smart, Secretary