**GALE LIBRARY**

**Trustees Meeting Agenda**

**December 9, 2020**

**10:00 AM**

**Location: Newton Town Hall**

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**Roll Call:**

**Call to Order:**

**Minutes from Previous Meeting: (11/4/20 public and nonpublic sessions):**

**Library Director’s Report:**

**Treasurer’s Report:**

**Unfinished Business:**

* **Review Curbside Service / Appointments**
* **Staffing Review**
* **Facilities Review**
* **Youth Services Librarian Job Description**
* **2021 Holiday and Trustee Meeting Schedule – Updated**
* **Pandemic Guidelines/Policy?**
* **Annual Town Report – Narrative**
* **Giving Tree - Update**

**New Business:**

* **Saturday, December 26 – Closing?**
* **December Meeting to encumber any expenses?**
* **Time Line for Town Meeting**
* **Acceptance of Donations: N/A**
* **Friends’ News**
* **Monthly Invoices Review**

**Next Trustee Meeting: Wednesday, January 13, 2021**

**Adjournment:**

**The Public is Welcome -Masks are required and social distancing must be maintained**