**GALE LIBRARY**

**Trustees Meeting Agenda**

**November 4, 2020**

**10:00 AM**

**Location: Newton Town Hall**

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**Roll Call:**

**Call to Order:**

**Minutes from Previous Meetings (10/7/20; 10/19/20; 10/26/20):**

**Library Director’s Report:**

**Treasurer’s Report:**

**Unfinished Business:**

* **Review Curbside Service / Appointments**
* **Staffing Review**
* **Facilities Review**
* **Library Director’s Annual Evaluation**
* **CPR / AED Renewals**

**New Business:**

* **Budget Meeting with BOS Review**
* **Youth Services Job Description Review**
* **2021 Holiday and Trustee Meeting Schedules**
* **Contingency Plan**
* **Pandemic Guidelines/Policy?**
* **Discarded Books**
* **Annual Town Report**
* **Giving Tree**
* **Acceptance of Donations – N/A**
* **Friends’ News**
* **Monthly Invoices Review**

**Next Trustee Meeting: Wednesday, December 9, 2020**

**Adjournment:**

**The Public is Welcome – masks are required and social distancing must be maintained**