GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday August 12, 2020**

Conference Call

**MEETING MINUTES**

1. Call to Order: 10:03 a.m.
2. In attendance via conference call: Kathy Meserve, Acting Chairperson; Anne Banks, Secretary; Terry Caswell, Director; Betty Bufano, Acting Trustee; Amanda Smart, Alternate Trustee. (AB note: Amanda was sworn in as an Alternate Trustee on July 16, 2020.)
3. Minutes from the Previous Meetings (July 8, 2020): **Kathy motioned to accept the minutes as written. Betty seconded. The motion passed unanimously; no nay votes were cast.**
4. Library Director’s Report: **Anne motioned to accept the Director’s report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
5. Treasurer’s Report: **Betty motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**
6. Correspondence: Kathy announced that Marianne Pelletier is resigning as an alternate trustee, due to moving out of town. Terry received and completed a survey from NHLTA regarding a possible NHLTA Annual Conference next spring. She indicated that she would be interested in an online conference.

Unfinished Business

1. Review of Soft Opening – Curbside Service: Terry reports the curbside service is going well. She has expanded some hours for the staff due to the volume of requested material and book processing needs. Terry has drawn up a proposal for expanded curbside service. This document is titled ‘Proposed Curbside Service Expansion’. We all reviewed it with Terry. It includes expanded hours for patron pickup of materials and the additional hours for the staff needed to process these materials. **Kathy moved that we accept Terry’s ’Proposed Curbside Service Expansion’. This plan will be effective starting August 17, 2020, and be in effect until the Trustees meet in September. At that time the Trustees will reevaluate the plan and either extend it or replace it. Betty seconded the motion. Motion passed unanimously, no nay votes were cast.**
2. Kanopy Update: The Trustees agreed with Terry that this is an affordable option for our patrons to expand what is available to them at this time.
3. Staffing Review: Terry has asked staff to update patrons’ records to change library card expiration dates for those patrons who would be falling in these months when the Library is closed. The dates will be extended by a year. Libby Trudeau will be leaving Newton for school this fall and will not be available to us through the fall and winter months. Jillian Trudeau, Libby’s younger sister, is interested in taking over her duties. Terry will begin gathering the necessary paperwork to hire Jillian as a Youth Worker. The Trustees will discuss this further at the next meeting in September. Per Kim at Town Hall, our permanent staff have vacation hours to use at this time.
4. Facilities Review: Cleaning of the rugs is still pending. Staff continue to organize and put away items that have been stored on the floor these past months. Terry spoke to Cait Foucher about the droppings in the shed, and Cait volunteered to clean the shed. Terry contacted Town Hall for Pest End service and they have resumed treating the Library. Power washing of the building is still pending.The Library will have hand sanitizing stations installed before reopening. Trisha McCarthy of the Town Reopening Task Force came by the Library to review placement of the stations.

**New Business**

1. Annual Staff Evaluations: Evaluations are usually done in September. Terry will evaluate staff based on the weeks they have worked this past year using the evaluation form she has been using the past few years. Kathy will talk to Lynne about the format the Trustees will use to evaluate Terry.
2. ILL Van Update: The Interlibrary Loan Van delivered materials that had been on loan from Gale Library since the Pandemic hit. Terry will fill out the form provided by IILL to request a resumption of their service.
3. Library Card Sign up Month: Because the Library remains closed, Terry will offer remote access for both children and adults to request a library card. Requests may be placed by phone, email and on Facebook.
4. Wowbrary Annual Review: The fee may remain the same as last year, $400.00.There are 41 current users. Terry plans to renew.She has not yet received an invoice. There is a question of whether or not all of our new books are being shown in their weekly email.
5. Creativebug Online Art and Craft Classes: These classes are instructor led videos and Terry thinks they are quite good. They can be used to supplement ideas for teachers and parents during remote schooling days. The cost is $500.00. We can take the money from our programming line item. **Anne moved that we authorize Terry to sign up for the Creativebug Online Art and Craft Classes. Kathy seconded the motion, which passed unanimously. No nay votes were cast.**
6. Acceptance of Donations**:** Hodgie’s Ice Cream; Chris’ Pizza; Acio’s Pizza – all for SRP: Gently used craft organizer – Anonymous: **Kathy moved that we accept donations of SRP prizes from Hodgie’s Ice Cream; Chris’ Pizza; Acio’s Pizza, and an anonymous donation of a craft organizer. Betty seconded the motion. Motion passed unanimously, no nay votes were cast.**
7. Friends’ News: The Friends have cancelled their book sale for the summer. Terry may start putting a small box of books outside during curbside hours to see if there is any interest.
8. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
9. Next Trustee Meeting: Wednesday, September 9, 2020, at 10:00 am.

Meeting adjourned at 12:02 pm.

Respectfully submitted,

Anne Banks, Secretary