GALE LIBRARY

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**Established** **1892**

**16 South Main Street**

**Newton New Hampshire 03858**

**(603) 382-4691**

**DATE: Wednesday September 9, 2020**

Conference Call

**MEETING MINUTES**

1. Call to Order: 10:00 a.m.
2. In attendance via conference call: Lynne Camp, Chairperson; Anne Banks, Secretary; Kathy Meserve; Treasurer, Terry Caswell, Director; Betty Bufano, Alternate; Amanda Smart, Alternate.
3. Minutes from the Previous Meeting (8/12/2020): **Anne motioned to accept the minutes as written. Kathy seconded. The motion passed unanimously; no nay votes were cast.**
4. Correspondence and Communications: Book Page is now available. Anyone who would like one just needs to let the library know and they will put one out on the curbside for you.
5. Library Director’s Report: **Lynne motioned to accept the Director’s report as written. Kathy seconded the motion. The motion passed unanimously; no nay votes were cast.**
6. Treasurer’s Report: **Lynne motioned to accept the Treasurer’s report as written. Anne seconded the motion. The motion passed unanimously; no nay votes were cast.**

Unfinished Business

1. Review of Soft Opening – Curbside Service is going well. Terry has compiled statistics which we all found very helpful to assist in decision making for next steps. Terry has proposed adding some Saturday hours, especially for those patrons who work through the week. **Lynne moved that we go ahead with Terry’s proposal for expansion of Curbside Service to 20 hours per week starting September 21, 2020. Kathy seconded the motion which passed unanimously, no nay votes were cast.**
2. Staffing Review: Regarding the Winter Maintenance position, Jillian Trudeau has filled out an application needed to hire her as a youth worker. The staff has started taking their available vacation hours. As noted above, Curbside Service will increase to 20 hours per week, If Terry needs to schedule more than 20 hours per week for staff to work on special projects she will get approval from one of the Trustees.
3. Facilities Review: The library building was power washed by Dan Simone. Terry noticed that the roof needed attention as well. Dan will return to do that as soon as possible, and the charge will be an additional $55.00. The rugs are scheduled to be cleaned on September 25th.Terry notified Diane Morin that a light fixture in her office needs to be replaced. The furnace will be cleaned on October 15, and Diane Morin will be at the Library that day.
4. ILL Van Service Update: Terry received notice that regular service will resume with the Inter Library Loan Van beginning September 21, 2020.
5. Wowbrary Annual Renewal: After some discussion it was decided to renew the Library’s subscription to Wowbrary. The cost will be $400.00. **Anne moved that we renew Wowbrary at the cost of $400.00 for the coming year. Lynne seconded the motion. The motion passed unanimously, no nay votes were cast.**

New Business:

1. Alternate Trustee Vacancy: We are still searching for a third alternate trustee.
2. Option to Hold In-Person Meetings at Town Hall: The state of emergency still exists, so public boards still have the option to meet remotely. After some discussion the Trustees decided to hold the October meeting via conference call. We will review the situation next month for the November meeting.
3. Closing Policy Review: Terry proposed revising the opening paragraph of the policy to eliminate reference to the Sanborn school district’s closing, as the school buildings may not be open this next year. **Lynne motioned to accept the Closing Policy as amended. Kathy seconded the motion which passed unanimously. No nay votes were cast.** Terry will send out a copy of the revised policy to all of the Trustees and alternates**.**
4. Library Director’s Annual Review: Lynne asked that the Trustees review last year’s form and submit to her their recommendations for this year no later than September 23, 2020.
5. Acceptance of Donations – $3.00 Patrons, $100.00 Newton Natural Health Clinic: **Lynne moved that we accept $3.00 from Patrons and $100.00 from the Newton Natural Health Clinic. Kathy seconded the motion. Motion passed unanimously; no nay votes were cast.**
6. Friends’ News: Terry did not have any update on upcoming events. She will see if they are still planning for the Christmas Basket raffle. Amanda suggested they consider a virtual donation campaign, wherein people could donate to the Friends and receive a complimentary small gift, such as a book mark. Lynne also suggested that they consider a "silent "bake sale for the upcoming elections where people could donate what they might spend on baking or purchasing baked goods. Terry will pass these ideas along to the Friends.
7. Monthly invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.

Next Trustee Meeting: Wednesday, October 7, 2020, at 10:00 am.

Meeting adjourned at 12:04 pm.

Respectfully submitted,

Anne Banks, Secretary