

GALE LIBRARY



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

DATE: Wednesday, July 14, 2021

Location: Library

MEETING MINUTES:

- I. Call to Order: 10:00 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Amanda Smart, Secretary; Betty Bufano, Alternate Trustee/Acting Trustee; Anne Banks, Alternate Trustee; Terry Caswell, Director
- III. Minutes from the Previous Meetings:
 - (June 9, 2021 Public) **Betty motioned to approve the minutes as written. Lynne seconded. The motion passed unanimously.**
- IV. Correspondence and Communications:
 - a. A letter was received from the NHLA explaining that their website has been down and they are working to repair it.
 - b. The zoom presentation "Cruising NH History" by Michael Bruno will be held on August 5, 2021.
- V. Library Director's Report: Anne inquired about the large number of participants for programs (1,444). Terry explained this number includes programs across all platforms, which includes viewing of videos on FaceBook, You Tube, Zoom, etc. Terry shared that people are happily returning to the library and curbside is going well. **Lynne motioned to accept the Director's report as amended. Betty seconded the motion. The motion passed unanimously.**
- VI. Treasurer's Report: **Lynne motioned to accept the Treasurer's report as written. Betty seconded the motion. The motion passed unanimously.**

Unfinished Business

- VII. Review of Curbside Service:
 - a. Terry reported that curbside continues to go well, however usage has dropped since the library has opened to patrons. Saturdays and Tuesdays continue to be the most frequented for curbside.

- b. Terry shared that the library has been open to patrons for two weeks and there have been 69 visitors.
- c. Terry inquired about either adding to the six person limit (in addition to staff) or if discontinuing the limit of people would be a possibility. **Lynne moved to propose the elimination of the six person limit going forward to allow as many people that can safely socially distance at three feet, unless the person is fully vaccinated. Betty seconded the motion. The motion passed unanimously.**

VIII. Facilities Review:

- a. Terry mentioned the roofing project is underway. There was a request for sealed bids which are due by June 28, 2021.
- b. Mr. Lightizer installed the small air conditioner.
- c. **Lynne moved to approve the proposal from Newton Glass & Garage Door to replace the two diamond windows and attend to the lattice work on the front porch for a total of \$760.00. Amanda seconded the motion. The motion passed unanimously.**

- IX. NHSL ARPA Sub-Grant Update: The Library received \$1,548.00 from the NHLS ARPA Sub-Grant. Terry ordered themed learning backpacks, a new STEM station and STEM kits with this grant money. Terry reported all grant monies from both ARPA and the Summer Learning Grant have been expended.

New Business

- X. Nonpublic Session: **Lynne moved to enter Nonpublic Session under RSA91-A:3, II(c). Amanda seconded the motion; the motion passed unanimously.** Nonpublic Session entered at 10:52 a.m.
- XI. Public Session reconvened at 11:13 a.m. **Motion made by Lynne to seal the minutes of the Nonpublic Session, keeping all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply. Motion was seconded by Betty; the motion passed unanimously.**
- XII. August & September Schedule/Open Hours: All hours will remain the same for the months of August and September.
- XIII. August Trustee Meeting: There was a discussion as to when to hold August's meeting due to Terry's unavailability on August 11th. Due to others' scheduling conflicts, it was decided to continue to hold the meeting on August 11th.
- XIV. Winter Maintenance Assistant: Jillian Trudeau is stepping down from the position of Winter Maintenance Assistant. This position will need to be filled. Cait Foucher will remain as backup. There was discussion about having the same person that cares for

Town Hall to cover for the Library as well; however the Town currently does not have this position filled either. Terry will discuss this need with the Joint Loss Management Committee.

- XV. Wowbrary Annual Renewal: It was reported that Wowbrary has 54 active users and recently gained 13 patrons. Terry proposed to continue this program. All were in agreement. **Lynne moved to propose the continuation of Wowbrary and renew it for another year. Betty seconded the motion. The motion passed unanimously.**
- XVI. Primex Webinar- Preventing Workplace Sexual Harassment for Employees: This program is to be completed by all Town employees or elected trustees. This can be completed either online or through an in-person class held by Trisha McCarthy at the Fire Station (Contact either Trisha McCarthy or Larry Foote if attending in-person).
- XVII. Acceptance of Donations: **Lynne motioned to accept the following donations: \$100.00, K. Lacroix; Summer Read Prizes: Pizza Key Ring, Anonymous Patron; Gift Card, Acio's Pizza; Gift Card, Water Street Books; Gift Card, Krypton Comics; Kiddie Cones, Memories Ice Cream; 4-Person Admission, Polar Caves; Books/Book Bags/Paper Planes Set, Library Friends'; Vex Robot Kit/Harry Potter Game, 2 bookcases H. Van-Gils; Betty seconded the motion. The motion passed unanimously.**
- XVIII. Friends' News: Terry reported talking with Pat. The Friends hope to resume meeting in September and perhaps hold a book sale in the fall.
- XIX. Monthly Invoice Review and Initialing: Review and initialing of invoices was NOT done at this meeting.
- XX. Policy Signage: The Trustees signed the revised Personnel Policy, the Investment Policy and the Closing Policy.
- XXI. Next Trustee Meeting: Wednesday, August 11, 2021, at 10:00 a.m.
- XXII. Meeting Adjourned: 11:56 a.m.

Respectfully submitted,



Amanda Smart, Secretary