

GALE LIBRARY



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

DATE: Wednesday, October 13, 2021

Location: Town Hall

MEETING MINUTES:

- I. Call to Order: 10:01 a.m.
- II. In Attendance: Lynne Camp, Chairperson; Kathy Meserve, Treasurer; Amanda Smart, Secretary; Betty Bufano, Alternate Trustee; Anne Banks, Alternate Trustee; Terry Caswell, Director; Guest: Hayley Van-Gils, Youth Services Librarian
- III. Minutes from the Previous Meeting:
 - (September 8, 2021 Public) **Kathy motioned to approve the minutes as written. Lynne seconded the motion. The motion passed unanimously.**
 - (October 4, 2021 Public) **Lynne motioned to approve the minutes as written. Kathy seconded the motion. The motion passed unanimously.**
- IV. Correspondence and Communications:
 - a. Terry shared that the 2021 Audit Report has been received, and a copy has been placed in the Trustee basket for review.
 - b. Terry noted an email was received from NHLTA about the Virtual Roundtable for Trustees Zoom meeting, to be held on November 10, 2021 from 2:00-3:00 p.m. Registration deadline is November 5th and is limited to 100 participants.
 - c. Kathy relayed that a letter, dated September 3, 2021, was received from Audrey Blodgett, Paralegal for the NH DOJ Charitable Trusts Unit, inquiring about library trust funds. Kathy responded to relay that the Gale Library does not hold the principal of any trust fund, and that the Trustees of the Trust Funds would manage any trust funds pertaining to the Gale Library.
 - d. A notification from Baker and Taylor was received on September 17, 2021 and updated on October 13, 2021, in regards to potential shipping delays of orders placed.

- V. Library Director's Report: **Lynne motioned to accept the Director's report as written. Kathy seconded the motion. The motion passed unanimously.**
- VI. Treasurer's Report: **Lynne motioned to accept the Treasurer's report as written. Amanda seconded the motion. The motion passed unanimously.**

Unfinished Business

- VII. Review of Curbside Service/Visitors: It was noted that September curbside and patron visits were lower than August. Mondays, Tuesdays and Wednesdays decreased for curbside while Saturdays remain most popular. Also mentioned was that the library was closed for three days in September: one day for Labor Day holiday, and two days while the roof was repaired.
- VIII. Facilities Review:
 - a. The dehumidifier has been unplugged for the season. Purchasing a new dehumidifier is planned for the spring of 2022.
 - b. The furnace replacement will go back on the priority list, including the possibility of including an air purification system. Terry will compile the priority list and submit it to Town Hall.
 - c. Terry contacted Clean-Right Janitorial Service who are scheduled to come on Friday for an appointment to determine services, potentially providing quarterly visits. Terry is also going to inquire about a quote for weekly cleaning services.
 - d. No news regarding the Winter Maintenance Assistant position.
 - e. Terry will be looking into carpet cleaning for a stain, from an accidental hand-sanitizer spill.
 - f. The sump pump was inspected and was found to be in working order.
- IX. Library Director's Evaluation: The Library Director's Evaluation was completed by the Trustees and given to Terry. Terry will review the evaluation and deliver signed copies to the Trustees.
- X. Cell Phone Restriction Policy Review and Signage: The Trustees signed the Cell Phone Restriction Policy, which was reviewed and approved at last month's meeting.

New Business

- XI. October Schedule Review- Plan B: Discussion took place regarding the Plan B schedule that Terry prepared and presented. This plan allows for a 26 hour weekly schedule with continued curbside services. All agreed that schedule would be beneficial and the Trustees approved the Plan B Schedule. The updated open hours are as follows: Mondays 12:00-6:00; Tuesdays 9:00-1:00; Wednesdays 12:00-6:00; Fridays 9:00-3:00; Saturdays 9:00-1:00.

- XII. Preliminary 2022 Budget Review: Kathy compiled the Preliminary 2022 Budget document and will send it to Terry, who will submit it to the Town for review.
- XIII. Historical Quilt: Terry spoke with Diane Morin, president of Newton Historical Society, about the historical quilt that used to hang on the wall at the top of the stairs. Terry is filling out the appropriate paperwork to officially transfer the historical quilt to the Newton Historical Society.
- XIV. Public Internet Access Policy Review: The Public Internet Access Policy was reviewed. **Kathy motioned to approve the Public Internet Access Policy as written. Lynne seconded. The motion passed unanimously.**
- XV. Acceptance of Donations: N/A
- XVI. Friends' News: It was reported that the Book Sale on Saturday, September 25, held at Estabrook's Garage, went well. They were successful in raising funds from books sales as well as donations. The work and effort of the Friends was noted and continues to be appreciated.
- XVII. Monthly Invoice Review and Initialing: Review and initialing of invoices was done directly after this meeting adjourned.
- XVIII. Next Trustee Meeting: Wednesday, November 10, 2021, at 10:00 a.m.
- XIX. Meeting Adjourned: 11:35 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Rae Smart".

Amanda Smart, Secretary