



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Robert Damish – Chairman

E. Hunt Bergen - Secretary

Lois Czachorowski, Debbie McElhinney, Sheila Harbst

Board of Trustees Meeting

February 20, 2018

Trustees Present: R. Damish, H. Bergen, L. Czachorowski, D. McElhinney, S. Harbst

Library: S. Genovese

Guest: R. Adler

1. January 23 meeting minutes approved 5-0-0.
2. Director's Report:
 - a. Software updates: Open Kiosk for computer's catalog is working well; Sal is considering getting Kanopy (downloadable films and courses) for July launch; Hoopla is available and has a current limit of viewing 5 media/mth to control library's financial exposure for now; Sal to upgrade software on thin client PCs.
 - b. Sal will purchase a few Chromebooks to be lent to patrons for in-library use only.
3. Friends of Library report:
 - a. Lighting controls and equipment list has been created so all presenters will know what is available in Common Room prior to their meeting or presentation.
 - b. "Art in the Park" program has been launched and publicized.
3. Endowment Trust:
 - a. Nothing new to report.
4. Old Business:
 - a. Revised Meeting Room policy: Trustees to review and send comments to Sal for discussion at March meeting. Discussion held about concerns that Town committees have been reserving Common Room too often and not showing up. Sal noted our concerns and will monitor future activity.
 - b. Sal will meet with Superv of Buildings to discuss next steps for installing doors in lobby.
 - c. OCLN has negotiated a lower cost for "MeeScan" application (provides self checkout for "scan and go" and discussed during January meeting). Sal to continue review for implementation at library.
 - d. Solar panels update: Sal still reviewing policy on credits and continuing discussions with Town finance manager.
 - e. Art hanging policy to be voted on during March meeting.
5. New Business:
 - a. Invoice for \$1,626 for printing software maintenance contract approved 5-0-0.
 - b. FY19 budget approved at Finance Committee Feb. 15 meeting where discussion was held regarding town's population having reached 25k and the MBLC requirements to increase library hours. Library has 3 years to extend hours we're open.
 - c. Sal has contacted last year's landscape firm for spring cleanup and future work required.
 - d. Sal presented the "Customer Service for Municipalities" seminar program to be held

weekly from March 2-30 at Massasoit C.C. and will investigate it's appropriateness for his or other staff attendance.

- e. Sal discussed possible replacement of current monitor used for announcements with a different monitor. More info coming during March meeting.

6. Meeting adjourned at 8:50pm. Next 2 meetings scheduled for March 20 and April 10.

Submitted by H. Bergen, March 13, 2018.