



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer – Chairman

Helen A. Connor - Secretary

E. Hunt Bergen

Robert Damish

Helen B. Howard

Board of Trustees Meeting

July 15, 2015

Trustees Present: H. Bergen, R. Damish, H. Howard, D. Wildnauer

Library: S. Genovese

1. Public Forum: no attendees so no issues discussed.
2. July 9 Trustee meeting minutes approved 4-0-0.
3. Next meeting dates set for Sept. 16 and Oct. 21.
4. Director's Report: July 14 report reviewed and briefly discussed.
5. Action Items
 - a. 4 invoices totaling \$4,401.21 approved and will be paid out of State Aid.
 - b. Window Film: need to reduce sun glare from 2 skylights (8 panels each) in 2nd floor affecting computer monitor viewing. Sal received quote from American Window Film for exterior application. Trustees asked for interior quote from this firm. Eastern Glass to visit July 16 to quote on project. Sal to purchase anti-glare monitor sheet by July 18 to test if this will reduce glare rather than permanently affixing film to sky lights. Resolution to this problem is urgent. Sal to report on quotes and monitor film test via email prior to next Trustee meeting.
 - c. Garden landscaping: reviewed quotes from Garry Landscape and KnK Landscape. Sal to contact KnK by July 18 to have them trim and shape bushes. David to investigate rubber mulch, then report back so mulch application can be made soon. Decision to be made which contractor to apply mulch after David's report. Sal to discuss cost and timing of periodic maintenance visits (mthly? other?) with KnK and report back to Trustees.
6. Old Business:
 - a. Endowment Trustee meeting held on July 8. Sal reported on portfolio discussion. Sal will upgrade Endowment Trustee website and communicate progress with Library Trustees. Next meetings scheduled for Sept. 16 and Dec. 9.
7. New Business:
 - a. MA Friends of Library is soliciting "Fantastic Friends Award" submissions by Sept 1 where Friends committee achievements and programs can be reviewed and acknowledged. Certificate and small cash award is available to winners. Sal to work with Helen C. to submit form.
 - b. Sal presented proposal from vendor offering to place a phone charging station in library for free. Cost would be offset by vendor obtaining ads from local businesses. Trustees interested in this equipment and asked Sal to follow up on proposal with cost of equipment without local ads (i.e., library would buy outright) and more info on free equipment provided by vendor. Sal to report back prior to next Trustee meeting.

- c. Misc. photos: Trustees reviewed framed digital Curtis photogravure prints and would like Sal to send “thank you” note to Helen Connor and Frank Quinn for managing this project. Future use and placement of prints to be determined. Trustees viewed “Tommy’s” b/w photos of old Walpole farm. Sal will continue discussion with Tommy to learn more about Tommy’s interest in speaking to public about this project.
 - d. Future Trustee meeting agendas to include “Friends Major Gift” item.
 - e. Sal to update library leaderboard with info about Trustee email process where patrons can contact Trustees. Sal to advise when completed.
 - f. Update on library facility:
 - i. Per J. Johnson, Town to fund “building envelope forensic analysis” study to determine why roof and windows continue to leak after rain storms. Start and completion dates of study TBD and when known, Sal to communicate to Trustees. Study will be managed by DPW and study to present recommendations for repair and adjustments. Trustees to review recommendations and fund from library budget.
 - ii. Air conditioning problems fixed and system is running fine now.
 - iii. Community Room air flow noise problem corrected.
 - iv. Women’s Room hand dryer to be installed on wall away from Comm Room by Crocker Elec on July 16. Expense to be paid out of State Aid.
8. Meeting adjourned at 8:45pm.

Submitted by H. Bergen, July 16, 2014