



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Sheila Harbst, Jennifer Marciello

Board of Trustees Meeting

August 18, 2020

The August meeting of the Library Board of Trustees was held in the Community Room of the Walpole Public Library.

Trustees Present: L. Czachorowski, J. Marciello, D. McElhinney, B. Oremland

Library Director Present: S. Genovese

1. Board of Trustees Meeting was called to order at 7:04 PM by D. McElhinney.
2. Minutes for July 21, 2020 meeting were reviewed, amended, and approved as amended by vote of 4-0-0.
3. Reports:
 - Library Director:
 - The position of Library Assistant Director is currently vacant.
 - a. Norma Jean Cauldwell is now on vacation, will be fully retired as of August 28, 2020.
 - b. Applications for the Assistant Director position have been reviewed and six interviews scheduled: four in person and two via Zoom or other online platform for out-of-state applicants.
 - c. Interviews will be conducted by the Library Director, Youth Services Director, Reference Librarian, and Assistant Town Manager.
 - d. Start date of a new Assistant Director is expected to be in early October 2020.
 - Five clerks returned to work during the month of August: D. Mamoiné, S. Ackeley, I. Olsen, S. Verbisky, and D. Sullivan.
 - Walpole Public School use of the library's Community Room is anticipated beginning in September. Details are still being worked out. Schools may open on September 14.
 - Books-on-hold service is back to normal operation. 400 Walpole patrons and 250 out-of-town residents who had placed books on hold have been contacted and arrangements made for book pickups.
 - Statistics of library use during week one and week two of August included: 177 and 173 requests for ½ hour browsing, 73 and 92 requests for curbside pick-ups, 7 home deliveries, 31 computer sessions on 4 computers. Sign up requests are being managed via Google Docs.
 - A Red Cross Blood Drive, scheduled to be held in the Library's Community Room on August 18, was cancelled.
 - The library's Virtual Book Club hosted 12 participants, in an August meeting via Zoom, for a discussion of The Paris Orphan.

- Public internet workstations have been removed from first floor as a pandemic precaution. The server is presently out of order, with thin clients not operational.
 - A list of books about Black History and Culture and a monetary contribution to fund purchase of these books was submitted by the organizer of the Walpole Juneteenth Celebration. Kara is working on acquisition of those books not already in the library collection.
 - Possibility of displaying art work at School Street entrance will be explored.
 - This year's Walpole Library budget will not meet the required Municipal Appropriation Requirement of the Massachusetts Board of Library Commissioners. It is anticipated that our application for a waiver of this requirement will be successful as the library shortfall will not be disproportionate relative to other budget changes in the overall municipal budget.
 - Friends of the Library
 - Friends special programming will be happening, for the foreseeable future, only via Zoom or on-line.
 - No donations of used books for the Friends book sale will be accepted until further notice.
 - Endowment Committee:
 - No report submitted or meetings scheduled.
4. Old Business:
- Updates on Library Re-opening
 - Steps taken for pandemic safety precautions have included installation of sneeze guards at service desks and removal of excess furniture, now stored in the Pinnacle and Children's Program Rooms.
 - Return of remaining furloughed staff is planned for early September.
 - Library hours in September will be 9:30 AM- 9:00 PM Mondays through Fridays, 10:00 AM- 3:00 PM on Saturdays.
 - Quarantine of books, before returning them to the shelves, has been expanded to a full week. Recent research indicates that the virus remains viable on hard surfaces for over 5 days.
 - No in-person meetings will be held in the library until further notice.
 - By Governor's re-opening plan, the number of people allowed in the library will be limited to 25, including the staff.
5. New Business:
- Attention will be given to development of our "Library of Things" to meet needs of people at home. Kara has been working on packets of books, crafts, and other items for children and families.
6. Meeting was adjourned at 8:25 PM by vote of 4-0-0.
7. Next scheduled meetings are: September 15, October 20, and November 17, 2020.

Submitted by L. Czachorowski, August 23, 2020, amended August 30, 2020