



## WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Robert Damish — Chairman

E. Hunt Bergen - Secretary

Lois Czachorowski, Debbie McElhinney, Sheila Harbst

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### Board of Trustees Meeting

January 23, 2018

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

Library: S. Genovese

1. December 19 meeting minutes approved 5-0-0.

2. Director's Report:

- a. Sal to contact MBLC to get updated Walpole population number as this will affect number of hours the library will be open in the future.
- b. Reference area reorganized by removing books and shelving to allow for more tables for study groups and work spaces. Tables now being used very frequently.
- c. New signage placed around Circulation Dept to provide patrons better access to clearer information and return or checkout books.
- d. Sal discussed the "MeeScan" app which provides a self-checkout to patrons to "scan and go" after finding their material. Sal will review with other OCLN directors to discuss interest levels, cost and other issues. App works on smart phones and iPads.
- e. Friends of the Library are working on an "art in the park" project at Bird Park. More details to come in future meetings.
- f. Two invoices totalling \$841.50 (for museum passes software and a periodical) were approved 5-0-0 for payment from the endowment trust account.
- g. Sal discussed that the interior security gate will be replaced by a set of glass doors which will better control hot/cold air from entering library. Trustees toured the location and discussed features we'd like in the doors. Sal will discuss with D. Anderson, Supervisor of Buildings.

3. Endowment Trust:

- a. Trustees learned that Vanguard Index Funds will replace Janney Montgomery Scott as investment manager and the Endowment Trustees will write an investment policy.

4. Old Business:

- a. Trustees were asked to review the updated Art Exhibition policy and the articles to be submitted to the Town's annual report. Comments to be sent to Sal.
- b. Solar Renewable Energy Credits (SREC) rebate program was discussed. Sal to contact MA Dept of Energy to learn more about rebate possibilities.

5. New Business:

- a. H. Bergen announced he will not run again as a Trustee in the June 2 election. A search for potential candidates will begin.
- b. Town resident contacted R. Damish inquiring about library staffing levels. Sal provided analytics describing all library activity and responsibilities required to successfully run all

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facets of the library. Trustees agreed staffing level is reasonable and appropriate. R. Damish to respond to inquirer.

- c. A Trustee received an inquiry on how to adjust the Community Room lighting patterns. Sal has a lighting directory and will make this available. Inquirer also requested the Community Room equipment list and set up instructions. Salt o write basic FAQ and encourage presenters/entertainers to contact him for specific information.
- d. A discussion was held on what support is available for patrons with questions about their electronic devices.

6. Meeting adjourned at 8:48pm. Next 2 meetings scheduled for Feb. 20 and Mar 20.

Submitted by H. Bergen, January 28, 2018.