



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Robert Damish, Sheila Harbst

Board of Trustees Meeting

June 23, 2020

The meeting was held with members participating remotely via Zoom, following the Order Suspending Certain Provisions of the Open Meeting Law GL.c.30A Section 20.

Trustees Present: L. Czachorowski, R. Damish, S. Harbst, D. McElhinney, B. Oremland

Library Director Present: S. Genovese

1. Board of Trustees Meeting was called to order at 7:14 PM by D. McElhinney.
2. Minutes for May 19/2020 meeting were reviewed and approved by roll call vote of 5-0-0.
3. Reports:
 - Library Director:
 - The revised FY2021 library budget was passed by Town Meeting on June 20th.
 - The library building has been closed to the public since March 16, 2020 in response to the corona virus outbreak. Currently, book returns are being accepted, fine free, with all due dates extended to July 31. In addition to no-contact book delivery service, curbside pickup is available, by appointment, with access to materials in the library Garden Area. Possible purchase of book lockers to enhance curbside pickup is being investigated.
 - May 2020 direct circulation, managed by a no contact home delivery service, was down 95.50% compared to May 2019. Patrons downloaded or streamed 5,038 items, representing 87.89% of the library's total circulation for the month. The library has continued to track statistics during the shutdown to help us gauge how effective the outreach methods have been.
 - In person programs and events have been canceled through July 31. As events begin to be scheduled, on line pre registration will be required and numbers of attendees limited.
 - The Town's current reopening plan calls for Town Hall to open on July 6. The library and Council on Aging may reopen under guidelines of Re-Opening Step 1, on July 13.
 - The Assistant Director will be retiring at the end of August, 2020. Sal is drawing up a posting for this position. This will be posted with the MBLC by end of June.
 - The library computer server and all public internet workstations are now operational.
 - Friends of the Library
 - The Friends is considering the possibility of sponsoring outdoor or Zoom programs.
 - Endowment Committee:
 - No report submitted or meetings scheduled.

4. Action Items:

- The Museum Pass Policy was updated to allow use of passes by people of all communities. This change, with a vote of 5-0-0, was made to meet a requirement of the MBLC. Passes are to be picked up and returned at the Walpole Library.

5. Old Business:

- Review Re-Opening Plan
 - A next step in re-opening calls for limited access by patrons to browse the book stacks. Plans for this access call for it to be limited to five individuals/family units entering the library, via the garden door, for ½ hour at a time.
 - Many details of re-opening, including need for signage, use of face masks and shields, ventilation issues in study rooms and bathrooms, use of the computer center, circulation procedures including check out and returns, were discussed.
 - Sal will do a walk through the library with the Walpole Board of Health on June 25 to review the re-opening plans.
 - Furloughed staff will be re-called, prior to re-opening under phase 1, for Covid19 training and to assist in readying the building for expanded services.
 - Interlibrary loan service may be restored in mid July.
 - The library summer hours will be limited to Mondays through Fridays. Saturday openings are planned to resume in September.

6. New Business:

- Sal will be on vacation during the week of June 29-July 3. He hopes to start interviewing candidates for the Assistant Library Director's position in July, with hiring by the end of August.
- Bob Damish is stepping down from the Walpole Library Board of Trustees. The Trustees extend a thank you to Bob for his seven years of service as a Library Trustee. The Town of Walpole election will be held on Saturday, June 27, with two open positions for the Library Board of Trustees.

7. Meeting was adjourned at 8:20 PM by roll call vote of 5-0-0.

8. Next scheduled meetings are: July 21, August 18, September 15, 2020.

Submitted by L. Czachorowski, July 1, 2020