



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Marion Rosoff Encarnacion,

Jennifer Marciello

Board of Trustees Meeting

June 29, 2021

Trustees Present: L. Czachorowski, D. McElhinney, B. Oremland, M. Rosoff Encarnacion

Also Present: Library Director S. Genovese, Assistant Library Director M. Riportella

Present remotely via phone: Trustee J. Marciello

1. Board of Trustees Meeting was called to order at 7:05 PM by D. McElhinney.
2. Minutes for May 18, 2021 meeting were reviewed and approved by vote of 5-0-0.
3. Reports:
 - Library Director:
 - The library will return about \$60,000 in salaries to the Town this fiscal year, the overage a result of several retirements and decreased staffing during the pandemic.
 - A persistent roof leak in a library skylight has been reported to Facilities.
 - Interviews for the Children's Programmer position are on-going. The Young Adult Librarian position has been posted.
 - Barry Oremland was re-elected and Marian Rosoff Encarnacion was newly elected to the Walpole Library Board of Trustees on June 5, 2021.
 - The library received \$425 in donations, \$400 of this amount is restricted to purchase of library materials.
 - The Open Hours requirement of the Mass Board of Library Commissioners (MBLC) will be returning in FY2022, with 59 hours/week, 6 days/week and some evening hours required of the Walpole Public Library.
 - MBLC reinstatement of the Materials Expenditure Requirement (MER) is also expected to occur in FY2022 with an anticipated MER, for the Walpole Public Library, of just under \$114,000.
 - The MBLC has announced changes in statistical categorization of patrons with ages of 0-5, 6-11, Young Adult, Adult, and General Audiences, and designation of programs as Live, Zoom, or Recorded.
 - The library recorded 5,546 visitors in May. The public had 398 sessions on the Public Internet workstations. Study Rooms were used 135 times. Eighteen meetings were held in the library. The Virtual Book Club had 6 participants. The Children's Department had 7 programs with 351 participants. Direct circulation of materials in May 2021 was

10,917, compared with 15, 429 in May 2019. It was up 1473.05% compared with 694 in May 2020. Patrons downloaded or streamed 4,082 items from Hoopla, Overdrive, and Kanopy. This represented 27.22% of the total circulation for May 2021.

- The MBLC received funding through the CARES Act to purchase internet hotspots, will provide the Walpole Library with subscriptions for a trial run of 5 hotspots through September 2022.
 - The heat exchange fan for the library's HVAC system has been malfunctioning, is being monitored to determine if the cause is a software or mechanical problem. Also, the HVAC system in the Walpole Room has been turned off due to a faulty error message, is awaiting repair.
 - The print release station for the public internet is currently not working.
 - The Finance Committee has booked the Community Room for all Monday and Friday evenings between September 9 and October 3.
 - Fines for late return of books was suspended during the pandemic. Possible continuation of a fine free system will be discussed at the next Trustees meeting.
 - Friends of the Library
 - The Friends are planning to resume on-site programming. They are looking into the possibility of broadcasting live programs via Zoom.
 - Walpole Library Parent Advisory Board:
 - A meeting of the Parent Advisory Board will be held in August to plan fall programming.
 - Endowment Trust:
 - No new report, no invoices.
4. Action Items:
- Vote to Re-Organize Board
 - Reinstatement of Deb McElhinney as Chairperson, Lois Czachorowski as Secretary, and Barry Oremland as Treasurer was approved by a vote of 5-0-0.
 - Vote to accept Gift of Artwork
 - Six beautiful pen and ink drawings of Walpole landmarks, given by Kyran and Rob Wilson, were gratefully received by the Trustees with a vote of 5-0-0. These works of art will be displayed in the Walpole Room or other library site. A Thank You note will be sent acknowledging the gift.
5. Old Business:
- COVID-19 Update:
 - Nearly all library COVID pandemic restrictions have been discontinued. Only the consumption of food in meeting rooms and use of stuffed toys in the children's room continue to be prohibited.
 - Library attendance and circulation of materials will be closely monitored during the re-opening period.
 - The Trustees expressed profound gratitude for the dedication and creativity that Sal and the library staff gave to the work of keeping the library going and responsive to the needs of Walpole residents during the pandemic. Sal expressed appreciation for the support of the Walpole Town Government. He also noted the advantages provided by the new library building in adjusting to demands encountered during the pandemic.
 - Website redesign:

- Presentations by website design vendors may be scheduled for later in the summer, possibly to be conducted via Zoom. Review of steps to redesign the library website will resume in September.
2. New Business:
 - Changes to ARIS report
 - The annual report of information and statistics to be filed with the MBLC includes data points regarding staffing, circulation, programming, etc. Compilation of this year's report has been complicated by the circumstances of the pandemic and substantial changes in MBLC definitions and guidelines. The ARIS report is used to determine the level of funding by State Aid.
 - Additional Questions:
 - The possibility of Trustees meeting by Zoom when in-person meetings are not possible was raised and will be explored.
 - Information regarding library services was requested: the library provides fax services to patrons at a cost of \$1.30 for the first page, \$1 for each additional page.
 3. Meeting was adjourned at 8:53 PM by vote of 5-0-0.
 4. Next scheduled meeting of the Library Trustees will be held on Tuesday, August 3, 2021.

Submitted by L. Czachorowski,
July 30, 2021