



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Robert Damish, Sheila Harbst

Board of Trustees Meeting

May 19, 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 7:05 PM by D. McElhinney.
2. Minutes for February 18, 2020 meeting were reviewed and approved by roll call vote of 5-0-0.
3. Reports:
 - Library Director:
 - The library has been closed to the public since March 16, 2020 in response to the corona virus outbreak.
 - Municipal budgets are frozen. The library will be using other funding sources in the short term.
 - Most of the staff was furloughed beginning May 8th. The library currently has only 5 people on staff.
 - Circulation statistics are being monitored to gauge effectiveness of outreach methods during shutdown. Direct circulation of books since closure of the library has been limited to the delivery service begun at the end of March. Under this program of three delivery runs per week, 96 deliveries have been made to 12 households, with a total of 459 physical books delivered.
 - During April, patrons downloaded or streamed 5,135 items from among the Overdrive, Hoopla, Kanopy and RBDKigital e-content services. These items represent 91.79% of the library's total circulation. E-material usage increased by 29.74% over the previous month.
 - The Children's department held 13 virtual programs during April. Each program was recorded and placed, for one week, on the library Facebook page. There were, on average, 120 views per video posted.
 - The library held one meeting in the Community room during April, a blood drive conducted by the Red Cross. It was well organized, carefully orchestrated. Twenty-eight people donated blood. The Community Room was quarantined for two weeks after the event.
 - All future library programs or meetings, to be held in the building, have been canceled through the end of June, possibly even into July.

- Events and sites for outdoor activities, sponsored by the library, are being considered. A summer reading program for children might include outdoor events, recorded and posted on Facebook.
- 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:
 - Endowment Fund, no invoices submitted.
- 5. Old Business:
 - Update on FY2021 Budget
 - Covid 19 has resulted in a 3.72% reduction in the library budget for fiscal year 2021.
 - The part time permanent position for a Children’s Programmer has been eliminated, as has been a part time temporary position for a summer page.
 - Cost of living increase for Administrative or Professional personnel has been eliminated.
 - The line item for materials, including books and periodicals, has been reduced by \$1,300.
 - The proposed post- Covid FY2021 library budget is \$29,900 shy of that required by the Massachusetts Board of Library Commissioners for a town the size of Walpole. We will apply for a waiver of this requirement by the MBLC.
 - A Town Meeting vote on the budget will be held on June 20.
- 6. New Business:
 - Update on Library Servers
 - A recent failure of the terminal server for the library’s public internet service will require reconstruction of that server. This work will be covered by Konica and is scheduled to be completed in the coming week.
 - Preview of a proposed Covid 19 Library Re-opening Plan
 - Under current practice, the library building is closed to the public. Returns are being accepted, fine free, with due dates extended to June 30. A no contact delivery service is in place. Programs are offered virtually on the library Facebook page. Social media presence and access to on-line materials has been increased.
 - A re-opening service model for the library has been developed to comply with the Governor’s Phased easing of the stay at home order. This model, under phase I would include:
 - a. Continuing to provide virtual programming and materials delivery.
 - b. Expanding services to include access to the library’s public internet workstations with the Community Room being converted into a computer center of 5 work stations, a printer, a copier and a fax machine. Use of the computer center would be limited to two hour slots, by appointment only. Face masks would be required. Keyboard covers would be in place and all equipment sanitized between users.
 - c. Offering Curbside pickup of materials, available with prior request via phone or email.
 - d. Continuing to guarantee returned materials for a minimum of 72 hours before being re-circulated.

- Under Phase 2, the building would be opened to the public. The library would continue to provide virtual programming and materials delivery to the vulnerable populations of Walpole. Safety procedures would be required, including use of masks and social distancing by staff and patrons. Service desks and staff areas would be reconfigured to achieve physical distancing. Use of Meescan would be promoted as a self check out service. Programs in the building would be with attendance limited to 25 people and preregistration required.
 - Resumption of Interlibrary loans will be dependent on delivery service collection of books currently out on loan, a process that is expected to take two weeks.
 - Restoration of Walpole Library services, as outlined in a Re-Opening Plan, will be implemented as appropriate based on guidelines of the Commonwealth of Massachusetts and in consultation with the Town of Walpole, including the Board of Health and the Council on Aging.
 - Change in Town of Walpole date of election.
 - Town of Walpole election will be held on Saturday, June 27. The town's web site holds instructions to assist voters who wish to participate in early voting.
7. Meeting was adjourned at 8:08 PM by roll call vote of 5-0-0.
 8. Next scheduled meetings are: June 23, July 21, and August 18, 2020.

Submitted by L. Czachorowski, June 27, 2020