



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Robert Damish – Chairman

E. Hunt Bergen - Secretary

Lois Czachorowski, Debbie McElhinney, Sheila Harbst

Board of Trustees Meeting

November 14, 2017

Trustees Present: R. Damish, D. McElhinney, S. Harbst

Absent: H. Bergen, L. Czachorowski

Library: S. Genovese

1. October 10, 2017 meeting minutes approved 3-0-0.

2. Director's Report:

- a. Old reference material weeded out to make room for more tables in study area. Considering movement of bookcases to the Media area downstairs which will allow for additional study area tables. Use the tables from the Periodical area for the study area to avoid purchasing new tables. Electrician needed to wire outlets for the new study area. There are other outlets throughout the building that will be changed at the same time.
- b. Revenue from fines decreased from \$12K to \$6K during the past year. This decrease is attributed to reduced fines, lower circulation, longer grace period, and Food for Fines.
- c. The rooms and study areas continue to be in high demand. The Town Administrator reserved the Community room for every Monday and Thursday from February until May. He may also want to book Tuesday. The Town's use of the meeting rooms for Town committees greatly impacts programming by the Library, Friends of the Library, and other community groups.

3. Endowment Trust:

- a. Trustees continue to investigate alternative investment opportunities for the fund.

4. Old Business:

- a. The Library's custodian decided to remain at the Library instead of moving to another town site.
- b. Meeting room policies changed to prohibit food, except for drinks, in the Pinnacle room. No sit-down meals in the Community room, although pizza and sandwiches are acceptable, if meeting organizers remove all food and containers and put all trash in the Library's dumpster located outside. In addition, the revised meeting room policy requires any group having food in the Community room to vacuum the floor and clean any tables that were used to serve and/or eat such food. Sal proposed purchasing a cordless vacuum for the Community room and possibly a second for the upstairs area of the Library. In addition, he researched buying cork coasters for patrons to use to reduce marks on furniture. The coasters would be available throughout the Library.

5. New Business:

- a. Endowment invoices totalled \$3,921.80 and were approved 3-0-0.
- b. Sal presented a FY 2019 budget. This budget may increase by about \$9,600 if the Town

population increases, thereby requiring an increase in Library hours. Sal also handed out a version of the budget illustrating sources of funds relative to expenses.

- c. Discussion of the Library's Art Exhibition policy regarding the selling of art on exhibit. Exhibiting artists have displayed the price of his/her art for the purpose of selling that item. The existing Art Exhibition policy does permit an exhibitor to include their name, personal and/or business address, phone number, and email. However, the current policy states the Library does not engage in the selling of art. The Trustees expressed a desire to modify the Art Exhibition policy to prohibit any displaying of prices for an item. It was agreed that an exhibitor may post their contact information so that an interested viewer may contact the exhibitor directly. Further, any price or price list that is displayed will be removed. Sal will draft a modified Art Exhibition policy for the Trustees to review at the next Trustee's meeting.

6. Meeting adjourned. Next 3 meetings scheduled for Dec. 19, Jan. 16 and Feb. 20.

Submitted by S. Harbst, Nov. 30, 2017.