



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Robert Damish, Sheila Harbst

Board of Trustees Meeting November 19, 2019

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 7:00 PM by D. McElhinney.
2. Minutes for October 15, 2019 meeting were reviewed and approved by vote of 5-0-0.
3. Reports:
 - Library Director:
 - Facilities updates:
 - A recent monthly elevator inspection revealed improper ventilation. This situation has been remedied and the elevator is in compliance with state regulations.
 - A roof leak over the Pinnacle Room will be fixed when weather permits.
 - One HVAC control is not working, will require update of software.
 - Two tables in Children's room have been repaired successfully, one remains to be done.
 - WiFi was lost during a recent meeting in the Community Room. Frayed cord between podium and wall has been replaced and system is now working.
 - Parents Advisory Board update: Purchase of a toy kitchen set, winter seasonal decoration to include a Santa's Mail Box, additional Children's Room programming were requested at a recent meeting with Sal. Kitchen set will be obtained. Santa's Mail Box and programming needs will be discussed with Trustees.
 - Sal attended an OCLN Performers Showcase which introduced some interesting potential performers for library programs. These included both one time performers and those offering recurring programs.
 - First Amendment Rights: Suggested protocols offered at a recent training for Library employees included posting of "Employees Only" signs outside non-public areas in the library and extending courtesy to all patrons at all times.
 - Circulation: For the month of October 2019, direct circulation was up 4.56% compared to October 2018. Patrons downloaded or streamed 3,167 items from among the Overdrive, Hoopla, Kanopy and RBDigital e-content services. These items represent 17.51% of the library's total circulation figure (18,091 total items).
 - Town reports are due on Friday, January 17, 2020. Sal will write the Library report and submit to the Trustees for review.
 - Library Friends:
 - Friends' Annual Meeting is scheduled for December 2, 2019. Tamarah Green, Executive Director of Walpole Media TV will be the speaker.

- Endowment Committee:
 - Dividends have been reinvested in bond funds to keep a 60/40 stock/bond ratio.

4. Action Items:

- Endowment Fund Invoices for a total of \$14,508.55 were approved by a vote of 5-0-0. These invoices included:

<u>Vendor</u>	<u>Invoice Amount</u>	<u>Description</u>
-All covered	\$8605.43	Thin Clients
-All Covered	\$1,621.34	Server Software
-Amy Kaufman	\$55.00	Baby and Toddler Jam
-Kanopy	\$1,000.00	Play Credits
-Wall Street Journal	\$971.78	Two Year subscription
-Steve Rose, CPA	\$2,255.00	Fee for 2018 Tax Services

- Collection Development Policy was reviewed and approved with vote of 5-0-0.
- Standards of Conduct Policy was reviewed and Approved with vote of 5-0-0.
- A Photography and Filming Policy, developed by the Boston Public Library, was introduced for consideration. Desirability and local need for such a policy will be reviewed, additional such policies obtained, and possible development of a Walpole Library Photography and Filming Policy will be discussed at a future meeting.

5. Old Business:

- Installation of Electric Car Charging Stations at the Walpole Library is under active consideration. Information and application instructions have been obtained from Eversource.

6. New Business:

- December 2019 Santa's Mail box in Children's Room was discussed. The Trustees decided to encourage use of festive seasonal decorations but not to include a Santa's Mail box.
- FY2021 Proposed Library Budget inclusion of a new position of Young Adult Librarian is under consideration. Also to be reviewed for possible inclusion is provision for Substitute staffing.

7. Adjournment: Meeting was adjourned at 8:55 PM by vote of 5-0-0.

Next scheduled meetings are December 17, 2019, January 21, 2020, and February 18, 2020.

Submitted by L. Czachorowski, December 6, 2019