



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Marion Rosoff Encarnacion,

Jennifer Marciello

Board of Trustees Meeting

Held in the Pinnacle Room of the Walpole Public Library

September 21, 2021

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

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

1. Board of Trustees Meeting was called to order at 7:05 PM by D. McElhinney.
2. Minutes for August 3, 2021 meeting were reviewed and approved by vote of 5-0-0.
3. Reports:
 - Library Director:
 - The library has one unfunded Library Clerk position (16 hours) and two unfilled page positions. The library clerk position might be funded in next year's budget. The work of pages is being covered by volunteer assistants.
 - A service that prepares newly purchased books for shelving is being investigated. At a nominal cost, this service could reduce time consuming handling including application of barcodes and plastic wrap.
 - Audio books, highly popular, have been moved to an active, high traffic site in the reading room.
 - An internal entrance door is broken, waiting to be fixed. The sky light occasionally leaks, depending on wind direction and weather conditions.
 - The Walpole Library needs to submit a certification waiver to the Mass. Board of Library Commissioners for FY 2022.
 - The library received donations in the memories of Fran Christopher, Roger Turner, and Susan Cavicchi.
 - The library recorded 6,717 visitors in July, 7,887 in August. 43 meetings were held in the library in July, 59 in August. The Adult Department held 5 programs with a total of 27 participants in July, 6 programs with 35 participants in August. The Children's Department held 17 programs with 451 participants in July, 12 programs with 235 participants in August. Study Rooms were used 205 times in July, 194 times in August. 380 sessions were logged on the Public Internet workstations in July, 436 in August. Two public internet work stations were reinstalled in the Young Adult room. The Print Release station is running, new public printer installed, coin box working. New computers are being installed at service desks.

- Direct circulation of materials in July was 14,055, in August: 12,762. The library delivered materials to 4 households in July, 5 households in August.
 - Patrons downloaded or streamed 4,187 items from Hoopla, Overdrive, and Kanopy in July and 4,478 items in August.
 - Several Library Book Clubs are scheduled to start in September including: Thursday Evening, Monday Afternoon, Friday Morning, and a Cook Book Club. A virtual presentation of a play, “We Did It For You”, is scheduled for November 4.
 - Friends of the Library:
 - Donations of \$1050 in memory of Susan Cavicchi were received by the Friends.
 - Upcoming Friends programming will be presented primarily via Zoom. Some hybrid programs may be held in October. The Library Friends Board will meet via Zoom for the remainder of 2021.
 - Walpole Library Parent Advisory Board:
 - The Parent Board met with the new Children’s Programmer, gave positive feedback regarding her creative work with the children, offered to raise funds and give assistance with programming. Plans are being made for a Halloween costume swap.
 - Endowment Trust:
 - No meetings have been held; accounts are doing well. The Fund received a donation via Amazon Smile.
4. Action Items:
- Endowment Fund payment of an Invoice, in the amount of \$28.98, to the Collaborative Summer Library Program for Summer Reading Manual 2021 was approved by a vote of 5-0-0.
 - Library COVID policies still in place were considered.
 - Toys in play spaces will remain limited, to be used in the Children’s Program Room only. Children’s masks and use of hand sanitizers will be requested.
 - A policy of no shared food or drinks at library meetings will remain in place.
 - All other COVID policies were rescinded by vote of 5-0-0.
 - A Senior Moments Chorus inquiry about the possibility of offering a Christmas Concert at the library will be considered.
5. Old Business:
- Library policies regarding Museum Passes, Obtaining a Library Card, Loan Rules, and Fees and Loan Periods will be reviewed and voted on at the next Trustees meeting.
 - The Walpole Energy Manager has advised that now would be a good time for the library to move forward with plans for installation of an EV Charging Station.
 - Web site design proposals from three companies have been reviewed. TOMO 360 is being considered. Library web sites of Wilmington and Newbury can be viewed to assess design work of this company.
6. New Business:
- The calendar for 2022 will be posted for library staff review, to be voted on at next meeting.
 - Sustainable Shelves, a no-cost service for management of library discard books, is being considered, with books to be picked up by UPS, then resold or recycled.
7. Meeting was adjourned at 8:55 PM by vote of 5-0-0.

Next meetings of the Library Trustees: 10/19, 11/16, and 12/21/2021

Submitted by L. Czachorowski,
October 17, 2021