



## WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer AIA — Chairman

E. Hunt Bergen

Helen A. Connor

Helen B. Howard

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Board of Trustees Meeting  
August 20, 2013, Walpole Public Library

Trustees Present: H. Bergen, H. Connor, H. Howard, D. Wildnauer

Library: S. Genovese

Public: R. Grant, S. Obar, D. DiCenzo

1. Jul 9 meeting minutes approved 4-0-0
2. Future Trustee meeting dates confirmed (9-17, 10-15, 11-19)
3. Director's Report (includes Budget & Facilities Report):
  - a. Sal met with manufacturer representative and Donny from Facilities regarding leak and roof. Donna D. present to follow up on the email she sent regarding the roof issue.
  - b. Pending notification of plans for employee on long-term leave. There will be more clarity on the situation after Labor Day.
  - c. Wireless was updated and can now run reports on wireless usage: average public usage is 100-150 devices connected to the Library wireless network.
  - d. Council on Aging submitted a thank you letter that was published in the *Walpole Times* and another letter was sent to Sal and the Library staff.
  - e. New fiscal budget has begun. Last year's fiscal budget has closed and the Library returned \$600 in salary and a few thousand for electrical to the general fund. Year-to-date on track at this time.
4. Library Trust Invoices/Quotes:
  - a. Four invoices presented: recorded books \$220.95 and \$243.80, Gale/Cenage publisher \$1000.00, Ancestry online (in/out library) \$1800.00. Approved 4-0-0
  - b. Signage: Gensign has not panned out, Sal attained quotes from Sunshine Sign Company, Inc totaling \$2222.96 - item 1 approved 4-0-0, item 2 to be re-quoted not to exceed \$400, reject item 3 and item 4 to be re-quoted not to exceed \$200.
5. Old Business:
  - a. Hunt B. conducted research regarding the name tag issue (contacted local libraries and attained reports from 2004 and 2009). The overwhelming consensus is that staff do not wish to wear name tags and trustees do. Trustees are appreciative of staff privacy and a Suggestion was made to have staff wear badges that say "Staff" - Sal to broach subject at next staff meeting following Labor Day.
  - b. Helen C. updated Trustees on Curtis photogravures project. Quote from Northeast Document Conservation Center. Trustees suggested we get the collection appraised as is, explore grant options with Walpole Cultural Council

and reassess options. Once suggestion is to pick choice pieces and consider having those conserved.

6. New Business:

- a. ARIS (Annual Report Information Survey) report: Sal has completed the report and will submit it to the State. The report contains key statistics related to Library activity. This year will be key as we will be comparing this year and last year in the new building. Donna D., as a member of the Finance Committee, suggested that Sal bring the ARIS report to the next meeting as it's a useful tool in setting context.
  - b. Library hours: both Sal and Dave W. have had discussions with Michael Boynton regarding staffing and Library hours. Sal to determine what a permanent 16-hour position would cost and how it would function. Proposed to have these hours available as of January 1, 2014. This position would extend hours to 9pm Monday through Thursday. Combined with state mandated population driven requirements, this position would be a step towards extending Library hours (an ultimate goal of 59 hours), while managing the Library budget. Sam Obar sent an email regarding concerns over the current Library hours and was present to further discuss.
  - c. Hunt B. sworn in as a member of the PBC.
  - d. Long Range Plan: plan is still current. Sal distributed a copy, along with the Library Mission Statement and the established Library goals submitted by Trustees earlier in the year. All to be reviewed to determine next steps and begin discussions at Sept 17 Trustee meeting.
  - e. Fine Schedule (particularly DVDs) to be reviewed and presented at Sept 17 Trustee meeting.
  - f. Dave W. asked Sal to inform Trustees when Michael B. initiates union negotiation talks.
  - g. Richard Grant present and considering open Trustee position.
7. Meeting adjourned at 9:05pm and next meeting scheduled for Sept 17 at 7:00pm.

Submitted by: Helen Connor, August 20, 2013