



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer AIA — Chairman

E. Hunt Bergen

Helen A. Connor

Robert Damish

Helen B. Howard

Board of Trustees Meeting
November 19, 2013, Walpole Public Library

Trustees Present: H. Bergen, H. Connor, R. Damish, H. Howard, D. Wildnauer
Library: S. Genovese

1. Call to Order
 - b. Oct 17 meeting minutes approved 5-0-0
 - c. Future Trustee meeting dates confirmed (12-17, 1-21, 2-18)
2. Director's Report (includes Budget & Facilities Report):
 - a. Memorial fund set-up for former Library Trustee, Linda Gilmore, who recently passed.
 - b. FinCom came in for a tour of the Library. Discussion regarding possible Library-related needs.
 - c. Sal has made some technology changes, particularly in regards to the HVAC and security systems. Staff has been trained on how to use the iPad to log-on to access systems remotely (via Log Me In).
 - d. Sal received a call from Jim Manninen regarding scheduling an Endowment Committee meeting. Library Trustees to propose a special meeting for December 9th where both committees can meet to review the endowment.
 - e. Postage costs went up considerably last year (primarily due in part to ILL's - Inter-Library Loans) so the Library will begin using USPS shipping versus UPS.
 - f. New Library position was posted internally. No union members have applied, the summer page has applied and effective Jan 6, 2014 she will be promoted into the position.
 - g. FY2015 Library proposed budget presented and discussed. Sal will propose that the electrical line item move to Facilities (they currently pay the Library's gas bill). This will lessen the mandatory book/materials expenditure level, a percentage of municipal appropriation and required by the MBLC, providing flexibility in utilizing the difference. Budgets are due the first week of December 2013.
3. Library Trust Invoices/Quotes:
 - a. *Endowment Fund*: Recorded Books \$390.80, World Trade Press \$295.20, and Comprise (coin box) \$2625.00 for a total of \$3311.00. Approved 5-0-0.

- b. Endowment Fund: Quote for All-in-one Desktops from Whalley Computer Associates (WCA). The goal is to replace 6 PCs to help with wire management and other computer related issues. Existing PCs will be repurposed. The quote total is \$5351. Approved 5-0-0.
- c. Endowment Fund: Revised quote from Sunshine for \$597.79. Options for additional signage reviewed and to be further discussed.

4. Old Business:

- a. Amended Library Trustee Bylaws presented and discussed. Sal to make changes and distribute to Trustees prior to the Dec 17th meeting, where it will again be reviewed and voted on.
- b. Sal conducted an additional printing cost review. Printing revenue historically is enough to cover printing costs, though to date we are currently behind, due in part to dramatically increased toner costs. Decreased revenue should be addressed with installation of a new coin box. This does not cover is the technical costs, including contracts. Sal proposes that the technical costs be paid out of state aid, rather than the revolving fund. Sal will continue to monitor the revenue and expenses.
- c. Library Trust Fund Review: Sal presented a review of the existing Library Trust Funds. Funds are held in trust by the Town. The point was made that the interest from these funds can be used in special cases.

5. New Business and Action Items:

- a. Proposal to begin closing the Library at 9pm on January 6th, 2014. Approved 5-0-0.
- b. Proposal to close the Library at 1pm on November 27th 2013 (day before Thanksgiving) to be consistent with when Town Hall closes. Approved 3-2-0.
- c. Based on previous conversations, Sal presented an FY2015 Action Plan Review, which goes into effect Oct 2014. Approved 5-0-0.
- d. Discussion regarding how to handle Town ephemera, which will be handled on a case by case basis.
- e. Sal provided Trustees with a Union contract review, including proposed changes. Further discussion at next meeting.
- f. The Children's Room would like a puppet theater that can stay in the space. Trustees examined one that was donated to the Library but decided that it didn't meet safety standards. Additional options will be reviewed.
- g. Several areas of the Library require additional lighting - options were discussed and will be reviewed.
- h. Sal asked by the MBLC to be a reviewer. Any work would be done outside of his Library duties, and there would be one day of training.

6. Meeting adjourned at 9:25pm and next meeting scheduled for Dec 17 at 7:00pm.

Submitted by: Helen Connor, November 19, 2013