



## WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer AIA — Chairman

E. Hunt Bergen

Helen A. Connor

Robert Damish

Helen B. Howard

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Board of Trustees Meeting  
October 15, 2013, Walpole Public Library

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

### 1. Call to Order

- a. Public Forum: Sam Obar present to discuss the pending open staff position and explore if there are efficiencies that can be put in place with current library staffing. This position to be discussed at next week's Town Meeting.
- b. Sep 17 meeting minutes approved 5-0-0
- c. Future Trustee meeting dates confirmed (11-19, 12-17, 1-21)

### 2. Director's Report (includes Budget & Facilities Report):

- a. Sal G. gave an explanation of the separate library funds and trusts.
- b. There have been no roof leaks since the last significant leak. Two additional tests have been conducted and there have been no additional leaks. TLT is actively addressing this issue and are planning to come and fix the wall with the water damage. However, there is very poor communication with TLT and they have been arriving unannounced.
- c. The alarm problem in the children's room seems to be addressed but this will be watched.

### 3. Library Trust Invoices/Quotes:

- a. *Banker & Tradesman* 2-year subscription for \$550 approved 5-0-0. Funds to come from endowment fund.
- b. 2014 Library Calendar reviewed and adjustments made. The goal is to standardize the calendar. Approved 5-0-0.

### 4. Old Business:

- a. Frank Quinn submitted grant application to Walpole Cultural Council (deadline is today). Sal G. spoke with Bill Stuart (Kofile Preservation), who is doing work for the Town Clerk. Sal G. is meeting with him on Oct 16th to set a date to meet and review the photographs and have another quote submitted to compare to the quote from Northeast Documentation. Sal G. to communicate this date to Helen C. and Frank Quinn so arrangements can be made to retrieve the photographs.
- b. Sal will have long-range plan updates for the Trustees at the Nov '13 meeting.
- c. Trustees reviewed signage proofs and chose designs, sizes and placements.

d. Helen Howard had a conversation with Jim Manninen from the Library Endowment Committee and a date will be proposed for the Trustees and the Endowment Committee to meet.

5. New Business and Action Items:

a. The Endowment Trust page on the Library site to be removed temporarily until it is updated.

b. Discussion regarding implementing Trustee Bylaws, which the Walpole Public Library does not currently have in place. Trustees to review sample bylaws and send comments to Sal G. prior to the Nov '13 meeting. Comments will be reviewed at the next meeting.

c. David W. suggested a row of hedges along the windows on the side of the building facing Town Hall to provide some privacy and a natural barrier between the parking lot and the windows that open into the browsing area. David W. spoke with the landscape architect that consulted on the memorial tree and presented several low-maintenance suggestions. David W. made a motion for funds not to exceed \$2000 from the Public Library Building Fund. Approved 5-0-0.

c. Sal G. presented a printing cost review from Whalley Computer Associates (WCA). An internal review was done looking at toner usage and the estimates were in line with WCA's proposals. WCA set-up a page counter and over the last week it recorded an average of 150 pages/day (pay-for-print station on lower level). Trustees discussed if the current printing charges should be raised - current charges are \$0.15 for black & white and color (this charge has been in place for at least the last several years). No determination made at this time, but Sal G. to continue monitoring usage, expenses and paper and present that at the Nov '13 meeting. Sal G. asked that if we do raise the price that we consider making it one fee for black & white and color.

d. The coin box for the printer needs to be replaced. Sal G. received a proposal from Comprise. The cost is \$2625 and this will be paid out of State Aid.

e. The Walpole Chamber of Commerce sent a proposal for a banner at a cost of \$950. The decision was made to pass on the opportunity.

f. Nov 20th is the date for the 5th Sustainable Building Education Initiative program. The focus is on energy - Green Buildings Green Homes speaker program. Dave W. retained speakers from NStar.

e. Sal will present an annotated version of the Library Union Contract at the Nov '13 meeting for the Trustees to review and discuss.

6. Open meeting adjourned at 8:47pm and next meeting scheduled for Nov 19 at 7:00pm. Trustees entered Executive Session meeting.

Submitted by: Helen Connor, October 15, 2013