



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
September 17, 2013, Walpole Public Library

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

1. Aug 20 and Sep 10 meeting minutes approved 5-0-0
2. Future Trustee meeting dates confirmed (10-15, 11-19, 12-17)
3. Director's Report (includes Budget & Facilities Report):
 - a. Sal G. distributed updated brochures: Dewey Decimal and Online Reference Databases.
 - b. Sal G. met with the Staff regarding name tags and together they discussed options. As a starting point, the Staff created a tag that includes a "Staff" ID on a lanyard to be used on the Reference Desk.
 - c. Staff suggested a "meet & greet" with the Trustees. Sal G. to present dates.
 - d. Sal G. presented analysis of circulation data for 7/29/13 to 8/23/13. This data validated that the current staffing schedule is appropriate. Sal will pull this data in another month so he can compare summer hours to fall hours. The long-term goal is to use this data to manage staffing needs.
 - e. Based on the recommendation of Richard Grant, Sal G. ran a benchmark report for FY2012. This report looked at Walpole Public Library's rank over several criteria. Looking at current data Sal is confident that the Library is ranking well across categories.
 - f. Sal G. has been notified by Town Hall that the Finance Committee will meet to discuss a potential additional library clerk at the Sept 26th meeting. This is a union position. The proposal was reviewed by the Trustees and a motion was made and approved to move forward with the proposal as is 5-0-0.
 - g. There has been some minor leakage in different spots. A test was conducted - Facilities and the glass installer were present. Testing was inconclusive as there were only a few wet spots and the contractor does not believe the glass is an issue. They did find a hole that was patched.
4. Library Trust Invoices/Quotes:
 - a. Signage: revised quote from Sunshine Sign Company per changes requested at Aug 10 Trustee meeting. Recognition plaque being removed from the quote and an alternative to be researched. Signage to be drawn from State Aid account. Movement made and approved 5-0-0 to move forward with the amended invoice.

5. Old Business:

- a. Helen C. updated Trustees on Curtis photogravures project. Frank Quinn submitted grant application to Walpole Cultural Council. Sal G. received a call from Ron Fucile from the Town Clerk's office - he is meeting with someone regarding digitization and preservation and extended an offer to have us review options for the Curtis photos. Sal investigating an additional preservation grant source.
- b. Long-range plan submitted to Trustees for review. Current plan is outdated. Short-term goal is to review action items and goals as we move forward with long-range planning.

6. New Business:

- a. Dave W. presented "Executive Session" procedures.
- b. Trustees welcomed Robert D. as new Trustee.
- c. Fees and Loans Policy reviewed and changes to current policy submitted related to the DVD and video games' fines and grace period. Motion made and approved 5-0-0. Sal G. to present the number of black & white copies vs color copies at the next meeting to determine if fee structure should be altered at a future date.
- d. Discussion regarding Elias Stone plaque location. Motion made and approved 5-0-0 to keep the plaque in the Dr. Silas E. Stone Room. Helen C. and Robert D. to attend Historical Society meeting on Sept 19 to discuss.
- e. Hunt B. made a suggestion that the Trustees again approach Endowment Committee for a meeting.
- f. Dave W. and Sal G. discussed that at the Oct Trustee meeting Sal will distribute a copy of the Library Union contract that will be discussed at the Nov Trustee meeting.

7. Open meeting adjourned at 9:05pm and next meeting scheduled for Oct 15 at 7:00pm. Trustees entered Executive Session meeting.

Submitted by: Helen Connor, September 17, 2013