



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer – Chairman

Helen A. Connor - Secretary

E. Hunt Bergen

Robert Damish

Helen B. Howard

Board of Trustees Meeting

February 24, 2015

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

Library: S. Genovese

1. Next meeting dates set for 3-17, 4-14, 5-19
2. January '15 Trustee meeting minutes approved 5-0-0.
3. Director's Report: January '15 report reviewed and briefly discussed.
 - a. Library circulation numbers increased over the same period last fiscal year (10.51%), while OCLN circulation is down 4.70% over the same period.
 - b. Electrician is coming this week to install new light fixtures.
 - c. There is still no update on the security cameras - the cameras are not compatible with the software and Galaxy has been unable to complete the work. Sal to do a workaround so that the system can be utilized.
 - d. A prototype of an electronic museum pass has been made and will be tested. If it is successful the program will be implemented. A new method for sharing and tracking museum passes has been implemented.
 - e. A donation is forthcoming from an anonymous donor, who makes an annual donation. The donation will be allocated towards the Endowment fund.
 - f. The Community Room sound system isn't working properly. Sal is exploring this further.
 - g. There has been a leak along the glass in the entryway. It is noticeable along a seam. There is a drain that has cracked on the other side that may be adding to the problem. This will have to be addressed in the spring.
 - h. After discussion with Library staff, the decision has been made to hold off on purchasing white boards for the study rooms. A white board is available at the desks if needed.
 - i. Reviewed policy on how to notify patrons if the Library is closed due to inclement weather.
4. Action Items
 - a. Four invoices for Comprise printing maintenance (\$1,946.00), Economist magazine subscription (\$223.00), Recorded Books books on CD (\$791.00), Learning Express database (\$2,375.10) and Gale Senage database (\$2,082.56) totaling \$7,417.66. Approved 5-0-0, to be paid out of the Endowment Trust.
 - b. Updated proposal, including labor, from Whalley Computer Associates, Inc. to address Library computer hardware space and performance issues. Work to be done in the new fiscal year and to be paid out of the July Endowment Fund distribution. Approved 5-0-0 not to exceed \$13,500.00.
5. Old Business:
 - a. Friends' February meeting was postponed, so no update.
 - b. Sal to purchase a sign holder that can hold up to 6 3x3 posters. The purpose is to organize event signage.
6. New Business:
 - a. Sal attended a training session related to strategic planning and presented findings. Sal to present preliminary timetable, survey and SOAR analysis examples, and ideas for committee members at the next meeting.
 - b. FinCom meeting schedule for March 16th.

- c. Request to hold AA meetings here on Saturday nights. Request denied and we are unable to accommodate any requests after hours.
- 7. Meeting adjourned at 8:15pm.

Submitted by H. Connor, February 24, 2015