



Walpole Public Library Board of Trustees  
Deborah McElhinney - Chairperson  
Elizabeth Chase - Secretary  
Barry Oremland - Treasurer  
Marian Rosoff Encarnacion  
Jennifer Marciello

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## Library Board of Trustees Meeting August 2, 2022

The August 2, 2022, meeting of the Library Board of Trustees was held in person at the Walpole Public Library; meeting information and agenda were shared with the Town Clerk. Trustees Present: E. Chase, D. McElhinney, B. Oremland, M. Rosoff Encarnacion  
Also Present: Library Director S. Genovese  
Absent: J. Marciello

1. The Board of Trustees Meeting was called to order at 7:05pm by D. McElhinney.
2. Minutes for June 28, 2022, were reviewed and approved by a vote of 4-0-0.
3. Reports:
  - Library Director:
    - Trustees requested that the Library Director include a chart in the monthly Director's report summarizing the operational numbers.
    - HVAC has been repaired, resolving an issue earlier in June
    - Library Clerk position has been filled by Jeremy Denman.
    - Children's Library Coordinator is now a 22 hour/week, benefitted position; rather than hiring a Library Page, those funds are being used to increase the Children's programming hours from 18 hours/week to 22. Going into the next fiscal year (FY24) the Library will be looking to add additional hours to this position.
    - Town books are closing today and tomorrow; estimating \$33,360 in salary returned to the town.
    - Approved Kanopy funds have not been spent yet; Kanopy was purchased by Overdrive. As part of the change in ownership, rather than having to add funds ahead of time, we will be billed as patrons use the materials in the collection.
    - Staff are no longer using Event Keeper; all meetings are now being placed through Assabet. A draft page for room reservations for the public website is in process.
    - ARIS (Annual Report Information Survey) report covering July 1, 2021-June 30, 2022 is in process. Children's Department had 259 programs with 8728 attendees; Adults Department had 106 events with 970 attendees; Young Adult Department had 42 programs with 399 attendees. Total: 407 events with over 10,000 attendees. This represents a substantial change from the previous year's report.
    - Reference the Director's Report for monthly statistics.
  - The Friends of the Library:
    - The Friends have not met since the last Board of Trustees Meeting.
  - Walpole Library Parent Advisory Board:

- J. Marciello was not present to provide an update on the Parent Advisory Board
- Endowment Trust:
  - The Library Director did not have any new information to report.

#### 4. Action Items

- Endowment Invoices
  - No endowment invoices received
- Education Expense
  - No current expense to approve. Suffolk University, in association with Massachusetts Municipal Association partners with municipalities to provide courses; five Fridays at a cost of \$825. Staff may be interested at a later date.
- Updated Collection Development Policy
  - Updated section on “Request for Reconsideration” to specify that requests may be submitted by Walpole residents; policy approved by a vote of 4-0-0.
  - Policy will be updated on the Library website.
- Konica Purchase Agreement
  - Quote to add a camera and update the cameras in the Children’s Room.
  - System will enable the Library to provide a login to Walpole Police in case information is needed as part of an incident report.
  - \$4,907.80 to Konica Minolta for improved cameras in the Children’s Room, to be paid by state aid, approved by a vote of 4-0-0.

#### 5. Old Business

- Update on Summer Reading
  - The Library has spent just over \$5,900 of the \$8,700 that was approved from Endowment Funds; primarily went to the lawn signs, LEGO League, and prizes.
  - Most of the major expenses being incurred for Summer Reading and other programming have been spent for the year.
  - Projected additional expenditures: performers, supplies.
  - Beanstack App has 465 users signed up as of the end of July; this summer’s participation is approximately equivalent of the last five years of participation combined.
  - Considering a program for Winter Break; while not at the same level as summer reading, this would encourage continued engagement.
- New website
  - New website enables staff to feature events much more easily
  - New MA databases provided: Transparent Languages for Libraries, Pebble Go, and Peterson’s Test Prep
- EV charging stations
  - Still waiting on an update on the state to make the funds available
  - Need to establish a revolving fund for monies received; Library Director is compiling the paperwork required by the town to establish the fund.

#### 6. New Business

- Update on library hotspots
  - 80 Circulations/5 hot spots available from September 21 to July 21; intending to keep 3 to meet current circulation.
  - Looking at pricing from a range of vendors to present at the next meeting.
- 7. Meeting was adjourned at 8:15pm by a vote of 4-0-0.

Next meetings of the Library Trustees: 9/20, 10/18, and 11/15. These meetings will be held in person at the library.

Submitted by E. Chase