



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Marion Rosoff Encarnacion,

Jennifer Marciello

Board of Trustees Meeting

Held in the Community Room of the Walpole Public Library

August 3, 2021

Trustees Present: L. Czachorowski, D. McElhinney, B. Oremland, M. Rosoff Encarnacion

Also Present: Library Director S. Genovese, Assistant Library Director M. Riportella

Also Present, entering meeting remotely via phone at 7:28 PM: Trustee J. Marciello

1. Board of Trustees Meeting was called to order at 7:05 PM by D. McElhinney.
2. Minutes for June 29, 2021 meeting were reviewed and approved by vote of 4-0-0.
3. Reports:
 - Library Director:
 - Nikki Cataloni began work as the library's new Children's Programmer on July 19. Elizabeth Doherty began work as the new Young Adult Librarian on August 2nd.
 - Open page positions are not being filled at this time. Under the Town's Senior Tax Write-off, via the Council on Aging, the library clerks will receive some assistance.
 - The library returned \$75,832 in unspent salaries to the Town in fiscal year 2021.
 - The library recorded 6,818 visitors in June. 33 meetings were held in the library- 19 in the Pinnacle Room, 13 in the Community Room, and 2 in the Walpole Room. The Adult Department held 5 programs with a total of 30 participants. The Children's Department had 7 programs with 523 participants. Study Rooms were used 158 times. 373 sessions were logged on the Public Internet workstations. A back up computer is currently housing the Print Release station. The printer coin box is not functioning.
 - Direct circulation of materials in June 2021 was 11,976, compared with 15,429 in June 2019. Circulation was up 907.23% in comparison with 1,189 in June 2020. The library delivered materials to 8 households in June.
 - Patrons downloaded or streamed 3,929 items from Hoopla, Overdrive, and Kanopy. This represented 24.70% of the library's total circulation of 15,905 items during June 2021.
 - There continues to be a leaking skylight. The AC unit in the Walpole Room is now functioning.
 - Five internet hot spots, funded by the MBLC through September 2022, have been received by the Walpole Library and will be made available for circulation.
 - Friends of the Library

- The Friends has scheduled a number of on-site programs to be held during the fall. However, North Sea Gas, a musical group from the U.K., has canceled their U.S. tour and the Walpole date due to ongoing pandemic concerns.
- Walpole Library Parent Advisory Board:
 - The Parent Board will be meeting on Wednesday, August 4. They have reported positive feed-back from a local mother's group regarding the work of the new Children's Programmer.
- Endowment Trust:
 - No meetings held, no report made.
- 2. Action Items:
 - Payment of an Invoice for Kanopy, a Video Streaming Database, in the amount of \$1500.00 from the Endowment Fund, was approved by a vote of 5-0-0
 - A Cook Book Club has been proposed by the library staff, to include sharing of food samples by participants.
 - An upgrade of library computers, at a cost of \$9,840 was approved by a vote of 5-0-0. New computers will replace those at the reference desk, circulation desk, and in the children's department. The old computers will be moved to serve as an upgrade for the catalogue computers.
- 3. Old Business:
 - The ARIS will be completed and submitted to the Massachusetts Board of Library Commissioners in mid-August, details presented to the Trustees at the September meeting.
- 4. New Business:
 - Sustainable Shelves, a no-cost service for management of library discard books, is being considered.
 - Library funding sources, to include the Municipal Budget, State Aid, Endowment Trust funds, Library Trust Funds, Revolving Fund, and Gift Donations, were reviewed.
 - The Library Organizational Chart was reviewed.
 - The Library Comprehensive Budget for FY2022 was reviewed.
 - The Walpole Library policy of Library Fines was discussed, will be reconsidered at the September meeting.
 - A new Library Card policy is under development.
- 2. Meeting was adjourned at 8:50 PM by vote of 5-0-0.
- 3. Next meetings of the Library Trustees: 9/21, 10/19, & 11/16/2021.

Submitted by L. Czachorowski,
August 23, 2021