



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Marion Rosoff Encarnacion,

Jennifer Marciello

Library Board of Trustees Meeting January 18, 2022

The January 18, 2022 meeting of the Library Board of Trustees was held with members participating remotely via Zoom. Public Forum Login information had been posted as being available by contacting the Library Director.

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

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

1. The Board of Trustees Meeting was called to order at 7:00 PM by D. McElhinney.
2. Minutes for November 16, 2021 meeting were reviewed and approved by vote of 5-0-0.
3. Reports:
 - Library Director:
 - Facilities- Repair of a condensate leak in the Walpole Room's Liebert unit is awaiting the arrival of a new water pump.
 - Personnel- Three new library clerks were recently hired, including Candace Womack who started on December 20, Katie Hegarty on January 4, and Ann Corker on January 18.
 - Donations- The library recently received a \$100 donation from Kenneth and Virginia Fettig, a \$500 donation from the New Pond Village Resident's Association, and a Walpole chair from Diane Kincaid.
 - The MBLC 2022 approval of Waivers will be announced at their February meeting. Sal anticipates that Walpole's application for a waiver will be approved.
 - The web site design is proceeding, mock up expected at end of January.
 - OCLN is investigating the possibility of offering an Overdrive product with audio and e-books in multiple world languages.
 - The library has contracted with WOWbrary to provide a weekly newsletter of library materials, listing new books and library events, posting directly to the library Facebook and Instagram pages and, when on line, to the new web page.
 - The library recorded 7,990 visitors in November and 7,119 in December. 89 meetings were held in the library in November, 83 in December. The Community room was used 32 times in November, 31 times in December; the Pinnacle Room 40 times in November, 32 times in December; the Children's Program Room 10 times in November and 14 times in December. The Adult Department held 7 programs with 61 attendees in

November, 6 programs with 41 attendees in December. The Friends held 3 programs with a total of 92 attendees in November, 1 program with attendance of 8 in December. The Children's Department held 16 programs with 479 participants in November, 20 programs with 471 participants in December. The Young Adult Department held 2 programs with 8 participants in November, 4 programs with 40 participants in December. Halfway through the fiscal year, programming statistics for the library have been good, with excellent growth in the Young Adult Department. Study Rooms were used 288 times in November, 265 times in December. 363 sessions were logged on the Public Internet workstations in November, 342 in December.

- Direct circulation of library materials was 12, 019 in November, 11,063 in December. Patrons downloaded or streamed 4,039 items from Hoopla, Overdrive, and Kanopy in November, representing 23.88 percent of the library's total circulation. During December, 3, 879 items were downloaded or streamed, representing 25.96 percent of the total circulation.
- Friends of the Library:
 - The Friends are looking for two Library Friends Board members to replace those who have retired.
 - Two programs are planned for February: Ty Burr as a Zoom event, Gary Hylander as a hybrid event.
 - The Friends enjoyed meeting with the Children's Programmer.
- Walpole Library Parent Advisory Board:
 - The Parent Advisory Board met in person in December to craft take-home kits.
 - A donation was made to assist the Teen Advisory Board with the Polar Express night.
 - The Parent Advisory Board will meet bimonthly during the winter months with their next meeting planned in March.
- Endowment Trust:
 - The Endowment Trustees will be meeting soon to discuss rebalancing the investments. Per request of Library Board members, Sal will pass on a suggestion that the Endowment Trustees look into the possibility of divesting the Endowment portfolio of investments in fossil fuels.

4. Action Items:

- The Board of Library Trustees approved the re-appointment of Virginia Fettig as an Endowment Trustee with a vote of 5-0-0.
- Invoices were submitted to the Library Trustees for payment of \$1,206.00 to Comprise for timing and printing software for public computers, \$299.88 to Barron's for a periodical subscription, and \$1,500.00 to Kanopy for web streaming services. Library Trustees voted 5-0-0 to approve payment of these invoices.

5. Old Business:

- The final FY2023 Library Budget was reviewed. Funding of the line item for Permanent Part time staff is short by \$5000. This suggests that hiring for an open Permanent Part-time staff position might be postponed until September 2022.

- Possible designs for the new library logo were discussed. Suggestions will be shared with the web design company.

6. New Business:

- Use of Meescan, a self-service check out tool, was reviewed. Patrons will be able, within the library, to check out materials via an app on their phones or at kiosk ipads placed near the main circulation desk and, possibly, in the children's room. More information will be available at the next Trustees meeting.
- Potential impact of the Omicron virus surge on library services was discussed, especially regarding possible staff shortages necessitating shortened library hours. Trustees suggested that a balance of day and evening hours open would be desired. The Massachusetts Board of Libraries has waived requirements governing hours open through the winter months of COVID. Concern for the well-being of town employees as well as citizens led to the Town of Walpole's mandate, calling for everyone to wear masks in town buildings. New signs, designed to draw library patron's attention to the need for masks, will be posted at the library doors.
- A new document, stating the Expenditure Authorization Policy of the Board of Trustees, will set guidelines for assignment of items to be drawn from the Municipal Budget, the Walpole Public Library Endowment Trust, and State Aid, Library Gift Accounts, Revolving Fund, and Library Trust Fund. This policy will be presented at the February Trustees meeting.

7. Meeting was adjourned at 8:49 PM by vote of 5-0-0.

Next meetings of the Library Trustees: 2-15-22 and 3-15-22 by Zoom with Meeting ID: 891 5905 9643 and Passcode: 804433.

Submitted by L. Czachorowski,
February 8, 2022