



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Sheila Harbst, Jennifer Marciello

Board of Trustees Meeting

January 19, 2021

The January 2021 meeting of the Library Board of Trustees was held with members participating remotely via Zoom, following the Order Suspending Certain Provisions of the Open Meeting Law G.L.c.30A Section 20. Public Forum Login information had been posted as being available by contacting the Library Director.

Trustees Present: L. Czachorowski, J. Marciello, D. McElhinney. S. Harbst and B. Oremland joined the meeting after the review and roll call vote for 11/17/20 Library Trustee Minutes.

Also Present: Library Director S. Genovese

1. Board of Trustees Meeting was called to order at 7:03 PM by D. McElhinney.
2. Minutes for November 17, 2020 meeting were reviewed and approved by roll call vote of 3-0-0.
3. Reports:
 - Library Director:
 - Interviews for the open Library Clerk position have taken place. However, at the present time, the position has been put on hold by the Town Administrator.
 - The proposed library budget for FY2022 budget was reduced by about \$3,000. Biggest cuts are in the Office and Custodial Supply lines.
 - The library received a \$500.00 donation from the New Pond Village Association.
 - A number of roof leaks occurred recently during a storm with strong winds.
 - The library has established a Zoom account to be used as need arises for Library sponsored meetings including programming by the Children's Department.
 - During December, the Community Room had 18 meetings scheduled by the Walpole public Schools for one-on-one testing of students.
 - The Virtual Book Club hosted 10 participants at their December meeting.
 - The Children's Department held one program with 9 participants.
 - Study rooms were reserved by 148 patrons during December.
 - One express internet work station and five one hour work stations are currently available to the public. 360 sessions were held during the month of December.
 - Direct circulation of library materials during December totaled 8,943. This included in-person, curbside pick-up, and delivery. The library delivered to 3 households. The library recorded 2,798 patrons entering the library during December.
 - Patrons downloaded or streamed 4,340 items from Hoopla, Overdrive, RBDigital and Kanopy during December. This use of on-line services represents 32.67% of the library's total circulation (13,283 items).

- Biography books are in process of being re-labeled (BIO) and re-shelved. The Biography section will be located near, but separate from, the non-fiction 900s.
- The downloadable app, “When to Work”, is now in use to facilitate staff scheduling.
- Friends of the Library:
 - The Friends have applied to the Walpole Cultural Council for a grant to assist the Friends’ 2021 programming.
 - A January 4 Boston Globe article, highlighting the work of the Walpole Library Friends, was noted.
- Parent’s Advisory Committee:
 - The Parents Committee sponsored a Santa’s Mailbox in December, is looking forward to a February Valentine’s Day event.
 - Desiring closer communication with library staff and with a vision of a greater level of library programming for children and youth, the Parents’ Committee will seek a meeting with library staff and will invite Sal to attend a Parents’ Zoom meeting.
- Endowment Trust:
 - The terms of two current Library Endowment Trustees, David Wildnauer and Maureen Smith, have expired. They will be nominated for reappointment to the Board.
 - Three Invoices have been submitted for payment by the Endowment Trust.

Kanopy	\$1500.00
Barrows	\$239.88
Comprise Technologies	\$1206.00

TOTAL	\$2945.88
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Payment of these invoices was approved by a roll call vote of 5-0-0

4. Old Business:
 - COVID-19 Update
 - Many area libraries have scaled back access and services in response to recent COVID surge. Foxborough and Chelmsford libraries join the Walpole Library in retaining hours and services open.
5. New Business:
 - Review updated Bulletin Board and Study Room policies.
 - Bulletin Board and Study Room Policies are under review, to be voted on at next Trustee’s meeting.
 - Review Annual Reports of Library and Library Trustees
 - Annual Reports are under review and will be voted on at next Trustee’s Meeting.
6. Meeting was adjourned at 7:55 PM by roll call vote of 5-0-0.
7. Next scheduled meetings of the Library Trustees are: February 16, March 16, and April 20, 2021.

Submitted by L. Czachorowski,
January 22, 2021

