



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Sheila Harbst, Jennifer Marciello

Board of Trustees Meeting

July 21, 2020

The meeting was held in the Community Room of the Walpole Public Library.

Trustees Present: L. Czachorowski, J. Marciello, D. McElhinney, B. Oremland

Library Director Present: S. Genovese

1. Board of Trustees Meeting was called to order at 7:05 PM by D. McElhinney.
2. Jennifer Marciello was welcomed as a newly elected member of the Library Board of Trustees.
3. Election of Board of Trustees officers was held with D. McElhinney returning as Chairperson, B. Oremland as Treasurer, and L. Czachorowski as Secretary. Votes for all were 4-0-0.
4. Minutes for June 23, 2020 meeting were reviewed and approved by vote of 4-0-0.
5. Reports:
 - Library Director:
 - Sal will be hosting the Library Book Club with a discussion of The Paris Orphan by Natasha Leste. About 10 people are expected to participate.
 - In the month of June, there were 138 library-home deliveries and 130 curbside pick-ups. In the first two weeks of July, there were 50 home deliveries and 172 curbside pickups.
 - Home deliveries will be continued after re-opening.
 - The library has been staffed, during the shutdown, by Sal, Norma Jean, and Kara to monitor phone and email communication with patrons and to prepare for re-opening. Four additional staff people will return for next phase which will include home delivery, curb side pick up, and browsing by appointment only.
 - The quarantine procedure for returned books has been changed from 2 days to 4 days. This revised policy was based on an OCLC study which evidenced a longer time span of 92 hours required for ridding hard surface book covers of COVID19 virus.
 - On line children programs have been found to appeal less to families as the pandemic has progressed. Kara has worked with Coordinated Family and Community Engagement Programs to develop alternatives such as paper bag activity kits to be handed out from a truck in the parking lot and story boards located along sidewalks around the library.
 - Replacement of library bulbs with LED bulbs has been nearly completed. Still to be done is replacement of Emergency lights which will be completed by library staff.
 - Friends of the Library

- The Friends of the Library has sponsored two zoom storytelling meetings, a zoom presentation by a singer, and an online series of art lectures, Art Matters, now available to the public, free of charge.
- Endowment Committee:
 - No report submitted or meetings scheduled.
- 6. Action Items:
 - A Library COVID-19 Policy has been developed to align library policies with local and state guidelines. This policy is to be in effect until the Governor declares that the Commonwealth is in Phase 4 of the state's reopening plan. It may be updated to reflect changes and best practices. The policy goal is to provide a safe and healthy library for staff and public. The policy was reviewed and approved by a vote of 4-0-0.
- 7. Old Business:
 - Review Re-Opening Plan
 - The next step in re-opening will take place on August 3, 2020. This step calls for limited access by patrons to browse the book stacks. Entry will be limited to five individuals/family units for half hour appointments, entering the library via the garden door.
 - Reservations for use of public Internet workstations, copier, fax and scanner will be available in two (2) hour appointments.
 - Communication of details around library re-opening will take place via web site, face book posting, Walpole Cable , and newspapers.
 - Sal did a walk through of the library with Trustees, discussing many details of re-opening: need for signage, use of face masks and shields, ventilation issues in study rooms and bathrooms, use of the computer center, circulation procedures including check out and returns.
 - In order to promote safe practices of library use, the number of chairs, computer stations, etc will be reduced. People allowed in the Pinnacle room will be limited to four, only one person allowed in study rooms.
 - Patrons will be encouraged to use the meeScan app on their cell phones to check out books.
 - Plans call for four of the furloughed staff to be re-called by July 27, prior to re-opening under phase 1, for Covid19 training and to assist in readying the building for expanded services.
 - Return of remaining furloughed staff may take place during the month of August or on the day after Labor Day.
 - The library summer hours will be limited to Mondays through Fridays. Saturday openings are planned to resume in September.
 - Norma Jean Cauldwell, the Assistant Library Director, will be leaving her position in mid August, retiring as of the end of August. Her position has been posted on the MBLC web site. Several applications have been received and applicants are being considered.
 - Possible need for use of the Community Room by the Walpole Schools was discussed. If this proves to be necessary, the garden entrance to the library will be the only access available to the public from the parking lot.

8. New Business:

- Vinyl door signs will be altered to reflect changes in library services under pandemic restrictions.

9. Meeting was adjourned at 9:35 PM by roll call vote of 4-0-0.

10. Next scheduled meetings are: August 18, September 15, October 20, 2020.

Submitted by L. Czachorowski, August 14, 2020