



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer — Chairman

E. Hunt Bergen

Robert Damish

Helen A. Connor – Secretary

Helen B. Howard

Board of Trustees Meeting June 24, 2014 Walpole Public Library

Trustees Present: H. Bergen, H. Connor, R. Damish, H. Howard, H. Hunt, D. Wildnauer

Library: S. Genovese

Friends of the Library: Philip Czachorowski

1. Next meeting dates set for 7-15, 9-16, 10-21. May 19 meeting minutes approved 5-0-0.
2. Director's Report:
 - a. Circulation up 18% in May and just about even for the year.
 - b. After a 5-week period, the manufacturer's rep for the HVAC system serviced the system and addressed several issues and will be back to address any remaining issues. All four units are now working.
 - c. The damper in the Community Room has been addressed and it will be monitored.
 - d. Some activity in the Library that resulted in police activity.
 - e. Sal was elected the treasurer of the Old Colony Network and will be attending monthly executive board meetings.
 - f. Patron complaint about Saturday's being closed while school is in session (2 first weeks in June).
 - g. Gift of 11 mounted and framed photographs from artist, Tommy Segers.
 - h. The current fiscal year is coming to a close and the Library is returning approximately \$17K from the budget.
 - i. Staff is exploring a volunteer policy.
3. Action Items:
 - a. Election of Officers: D. Wildnauer as Chairman, H. Connor as Secretary.
 - b. Trustees email address is active and David will send this to the Walpole Times to publicize. Sal will also put an announcement on the message boards. An auto-reply will be set-up to acknowledge emails and any incoming comments will be reviewed and addressed at the monthly Trustee meetings.
 - c. Invoices: totaling \$3406.06 to be paid out of the Endowment Fund in July 2014. Comprised of 4 invoices for book materials.
 - d. H. Howard made additional grammatical changes. Additional note to be made in the Art Exhibit policy regarding free-standing art. Approved, with changes, 5-0-0.
4. New Business:
 - a. Light from the skylights are posing a visibility problem for the computer during certain times of the days. Sal will gather some quotes from glass companies for a film to be applied to the windows.
 - b. Sal pulled 3 landscape contacts for mulching. Suggestion made to look into recycled mulch - Sal to follow-up with the landscapers.
 - c. David sent Town Hall a detailed list of all expenses that have been paid by the Library since the opening, as well as a list of pending new building expenses. A meeting is taking place on June 25, 2014 to discuss.
 - d. Request to purchase a Scan Pro 3000 Digital Microfilm Scanner to reuse an old microfilm reader that is no longer usable. Total cost is \$10,510.50 and would be paid out of the Endowment fund (a sign acknowledging this would be placed). Approved 5-0-0.

5. Old Business:

- a. Philip from the Friends of the Library attended the meeting to address the idea of purchasing umbrellas for the garden. Decision to purchase one umbrella on a trial basis. Philip also mentioned that there is some interest in purchasing a sign holder for events, to offset clutter with the easels when there are multiple events being promoted. Additionally, interest in improving the AV and lighting in the Community Room. Trustees approved Philip bringing in a local AV professional to assess the situation. The Friends would like to do more movie viewings and believe this could be beneficial. All of this is in the exploratory stage.
- b. Sal attended the most recent Friends of the Library, where they discussed potentially adding shelving in the Friends book sale area, and tables for their displays. David also met with them and they requested a summary of how the Library's finances work. Sal will put something together for their next meeting.
- c. Sunshine is making the Norwood Garden Sign. A completion date is still pending.
- d. Hand dryer electrical quote for \$850 to be paid out of State Aid approved 5-0-0.

6. Meeting adjourned at 8:50pm. Next meeting scheduled for July 15, 2014.

Submitted by: Helen Connor, June 24, 2014