



#### WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney - Chairperson  
Elizabeth Chase - Secretary  
Barry Oremland - Treasurer  
Marion Rosoff Encarnacion  
Jennifer Marciello

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### Library Board of Trustees Meeting June 28, 2022

The June 28, 2022, meeting of the Library Board of Trustees was held in person at the Walpole Public Library; meeting information and agenda were shared with the Town Clerk. Trustees Present: E. Chase, J. Marciello, D. McElhinney, B. Oremland, M. Rosoff Encarnacion  
Also Present: Library Director S. Genovese

1. The Board of Trustees Meeting was called to order at 7:05pm by D. McElhinney.
2. Minutes for May 17, 2022, were reviewed and approved by a vote of 3-0-2.
3. Vote to reorganize the Board of Library Trustees
  - D. McElhinney reelected as chair by a vote of 5-0-0.
  - E. Chase elected as secretary by a vote of 5-0-0.
  - B. Oremland reelected as treasurer by a vote of 5-0-0.
4. Reports:
  - Library Director:
    - Budget: Library will see salary savings this year due to a shift from a long-term employee to a new employee; salary savings will be returned to the town.
    - 24 people participated in the Library's Juneteenth event; 36 people participated in the Library's Pride event.
    - The Library currently has five hotspots being paid for by the Commonwealth; this program ends at the end of September. The Director has contacted the current provider as well as an additional provider option, to determine the cost to keep the devices active. More information about pricing options will be provided at the next meeting. The Library's initial assessment is that retaining 3 devices will meet the current demand based on previous circulation.
    - The Library is considering young adult programming for WPS half-days; students are frequent users of the building on these days.
  - The Friends of the Library:
    - The Friends have not met since the last Board of Trustees meeting.
  - Walpole Library Parent Advisory Board:
    - The Parent Advisory Board staffed a booth at Walpole Day, with assistance from Library Staff; the booth provided library information, coloring pages, and sensory tables. The Board is also helping with the Summer Reading kickoff by sponsoring an ice cream social in the garden, and is considering a library card "drive" with a dedicated sign-up space/station in the Childrens' Room.

- Endowment Trust:
    - Had closed out the Roger Turner fund, however the account was not fully closed out and the Director received another check for deposit and will follow up.
5. Action Items:
- Endowment Invoice of
    - Up to \$1500 to Kanopy Invoice to replenish funds for video streaming service for a total expenditure of up to \$1500 approved by a vote of 5-0-0.
  - Additional Invoice of
    - \$1750 to Assabet for improved room booking and museum pass software, to be paid using state aid, approved by a vote of 5-0-0.
  - Program Budget
    - The Director presented information on changes to programming at the Library; programming has expanded significantly compared to past years. Programs make use of crafts and other materials that must be either ordered via an approved vendor or purchased by staff who are then reimbursed.
    - Sites will often only take credit card payment; to facilitate this process the Director has requested a debit card linked to the endowment checking.
    - The Director is requesting up to \$8700 in Endowment funds to support Library programming; this will be the focus of Endowment expenditure.
    - Examples of programming purchases include the Summer Reading lawn signs.
    - The Board approved the use of up to \$8700 in Endowment funds to support the Program Budget by a vote of 5-0-0.
6. Old Business:
- Beanstack is live and will be used for the Summer Reading Program
  - The Electric Vehicle charging station project is moving forward; the Library is waiting on Verizon and the State to approve the project and make funds available. The charging stations will require that the Library set up a revolving fund; that proposal will need to go on the warrant for the fall Town Meeting. The Director anticipates having further information for a vote at the next meeting.
  - The new website is up and running and information continues to be added.
7. New Business:
- Review of Collection Development Policy: the Director plans to update the policy to clarify the process if materials are challenged. The Director anticipates submitting updated language for a vote at the next meeting.
  - During FY23, the Board will focus on the Library's next strategic plan.
8. Meeting was adjourned at 8:40pm by a vote of 5-0-0.

Next meetings of the Library Trustees: 8/2, 9/20, and 10/18. These meetings will be held in person at the library.

Submitted by E Chase, July 3, 2022.