



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer — Chairman

E. Hunt Bergen

Helen A. Connor

Robert Damish

Helen B. Howard

Board of Trustees Meeting

May 19, 2014

Walpole Public Library

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

Library: S. Genovese

1. Next meeting dates set for 6-24, 7-15, 9-16. April 15 meeting minutes approved 5-0-0.
2. Director's Report:
 - a. Union meeting rescheduled again.
 - b. Budget to date is in order.
 - c. Patron removed from the Library last week for a medical emergency.
 - d. Walpole Day resulted in the Library parking lot being heavily used. Considering not having any programming or use of the meeting rooms going forward on Walpole Day.
 - e. New leak discovered by column on second floor near green initiative signage. Facilities has addressed it and it is being monitored.
 - f. Roof Top Unit 1 (RT1) is not working properly since last Monday. A filter was changed but no difference yet. Sal to follow up again with Facilities.
 - g. Second half of State Aid received, totaling just over \$10,000 (a slight increase from last year).
 - h. Request from Adams Farm to set-up a "seed library" - this is being done at surrounding libraries. Sal is coordinating efforts in conjunction with Adams Farm reps.
 - i. Sal attended Town Meeting and the Library received positive press.
 - j. Next Endowment Meeting is July 8th.
3. Action Items:
 - a. Endowment Fund Invoices for materials totaling \$2,904.69 reviewed, including: amazon.com \$350.49, Plymouth Rocket \$787.50, Recorded Books \$280.20, Warren Group \$99.00, Ebsco \$1,150.00, H.W. Wilson \$237.50. Approved 5-0-0.
 - b. Gift Acceptance, Art Exhibit, and Display Policies: policy revisions reviewed and additional edits made. Sal to distribute for review prior to the June Trustee meeting. These policies will be used to create related sections of the Library website.
4. New Business:
 - a. H. Connor presented a Friends of the Library meeting update. Information on umbrellas forwarded for review and next steps.
 - b. Signage on left side of door is damaged and needs to be changed to match the other door signage.
 - c. Creating a "Contact the Trustees" on the Library Contact page.
5. Old Business:
 - a. Summit Energy Proposal for solar panel annual maintenance service contract for \$500 annually. Sal still exploring options for how best to budget for this.
 - b. Apex Green Roofs Maintenance contract for \$1600/year (4 visits) ongoing, discussed and approved to pay from State Aid 5-0-0.
 - c. Sal inquired about a service maintenance contract for the HVAC system and was informed that the Town has a contractor that we can access.
 - d. Suggestion made to have a contractor come in to assess the current state of the mechanical systems and building envelope and make suggestions on how to

address long-standing issues (i.e. window and roof leaks and HVAC system, lighting upgrades, etc.).

e. Signage for Norwood Garden Club is being made.

f. The women's room hand dryer has been delivered and needs to be installed.

6. Meeting adjourned at 8:50pm. Next meeting scheduled for June 24, 2014.

Submitted by: Helen Connor, May 19, 2014