



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson
Elizabeth Chase – Secretary
Barry Oremland – Treasurer
Marian Rosoff Encarnacion
Jennifer Marciello

**Library Board of Trustees Meeting
November 15, 2022**

The November 15, 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, D. McElhinney, B. Oremland, M. Rosoff Encarnacion

Also Present: Library Director S. Genovese

Absent: J. Marciello

1. The Board of Trustees Meeting was called to order at 7:00pm by D. McElhinney
2. Minutes for October 18, 2022, were reviewed; amended minutes were approved by a vote of 4-0-0.
3. Reports:
 - Director's report
 - Discussed Pinnacle Room table & chairs:
 - Will be returning to the tables and chairs that were originally used in the Pinnacle Room
 - This will allow for enhanced flexibility of setups and usage
 - Furniture switch will likely happen between Thanksgiving and Christmas
 - Staffing: Two clerks have been out for medical reasons; there have been no service interruptions
 - Circulation and collections:
 - Usage of CDs has declined significantly and over multiple years; the Library will begin by weeding main collection titles that haven't circulated within the last five years
 - The children's library collection is smaller and circulates well; it is not being weeded at this time
 - The Library will then look at circulation numbers for the remainder of the main collection when they come in from OCLN in the yearly report
 - CDs can be requested via interlibrary loan for patrons who request them
 - DVD circulation is stronger and will be monitored
 - Discussion of ILS and processes for obtaining circulation information for collection development and maintenance purposes
 - Physical materials circulation has increased; Director is projecting that this year print circulation will return to pre-COVID numbers



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- Computer usage is the area where usage has not started to approach pre-COVID rates
 - LEGO League
 - This was funded as part of the summer programming; the program finishes prior to Christmas
 - They are interested in running it again next year and looking for sources of funding; the Board previously provided funding support via the endowment
 - EV Chargers
 - Funds have not been released yet; anticipating installation will be a spring project once funds are released
 - Friends of the Library Report
 - The Board of the Friends is looking for new membership; anyone who is interested should reach out to Barry Ormeland.
 - Parent Advisory Board Report
 - Update provided via email: The Parent Advisory Board does not have any updates for the month; the group is trying to meet
 - Endowment Trust Report
 - Nothing to report
4. Action Items
- Innovex Invoice:
 - Request is for the purchase of new printers; the Library purchased a number of these printers last year and have been happy with the quality of the machines
 - Invoice covers the purchase of two additional printers; the MX-C407Ps will preplace HP6600 machines in the Children's Room and Technical Services
 - The HP6600s will move into staff offices to replace dated machines that will be phased out
 - Eliminates the need for multiple different types of toner packages for purchasing
 - Funds will come from the revolving fund which has ample funding to support the purchase
 - Vote to pay \$2229.00 to Innovex from the revolving fund passed 4-0-0
5. Old Business
- Final update on MBLC waiver application
 - MBLC waiver form has been submitted
 - Upcoming budget is sufficient to meet the state's requirements and the Library will not need to submit another waiver in FY24



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- The Library will not receive its state aid until after MBLC approves the waiver, which may happen at their January or February meeting. State aid is always split; half will be received at the time of approval and half closer to May

6. New Business

- Review of FY2024 proposed library budget
 - Represents a 3.66% increase from FY23
 - Nonunion positions will receive 2.75% COLA
 - Union positions are in a contract negotiation year; any salary increases will be added to the budget once the contract is accepted
 - Temporary part-time: in the past this funded the pages; in recent years we haven't needed as many pages and have been able to use this to increase areas of higher demand, such as enabling additional hours for the Children's Programmer
- Conferences and Staff Development
 - Director provided a brief report on information gathered by staff member who received funding to attend the YLSA conference
 - Provided copy of draft conference and staff development policy for review and feedback
- Long range planning
 - Working on creating a Scope of Work document to share with the Board

7. Meeting was adjourned at 8:25pm by a vote of 4-0-0

Next meetings of the Library Trustees: Next proposed meeting dates 1/17, 2/21. These meetings will be held in person at the library.

Submitted by E. Chase