



WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

Deborah McElhinney – Chairperson

Lois Czachorowski – Secretary

Barry Oremland – Treasurer

Sheila Harbst, Jennifer Marciello

Board of Trustees Meeting

November 17, 2020

The November meeting of the Library Board of Trustees was held with members participating remotely via Zoom, following the Order Suspending Certain Provisions of the Open Meeting Law G.L.c.30A Section 20. Public Forum Login information had been posted as being available by contacting the Library Director.

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

Also Present: Library Director S. Genovese and Assistant Director M. Riportella

1. Board of Trustees Meeting was called to order at 7:06 PM by D. McElhinney.
2. Minutes for October 20, 2020 meeting were reviewed and approved by roll call vote of 5-0-0.
3. A special introduction and welcome was extended to Walpole's new Assistant Library Director, Molly Riportella. Previously a librarian in Westwood, Molly brings special skills in programming, collection development and use of social media. We are pleased to have her joining the library staff here in Walpole.
4. Reports:
 - Library Director:
 - During October, the Community Room had 16 meetings scheduled by the Walpole public Schools for one-on-one testing of students.
 - The Virtual Book Club hosted 9 participants at their October meeting.
 - Study rooms were reserved by 154 patrons during October.
 - One express internet work station and four one hour work stations are currently available to the public. 209 sessions were held during the month of October.
 - Direct circulation of library materials during October totaled 8,243. This included in-person, curbside pick-up, and delivery. The library delivered to 16 households. 281 patrons chose curbside pick-up. October circulation was about half the pre-COVID 2019 total but seems to be holding steady. The number of patrons who entered the library during October was about 3500, roughly 1/3 pre COVID levels.
 - During October, patrons downloaded or streamed 837 items from Hoopla and Kanopy. Overdrive and RBDigital data was not available at time of the Trustee's meeting.
 - The library received a \$250 donation to purchase Juneteenth related titles.
 - Biographies are currently shelved by related subject, therefore spread out on shelves throughout the library. Plans are being made to re-shelve these books with creation of a section dedicated to biographies. This will place the Walpole library in line with the

practice of most other libraries. The process will start soon and is expected to take a couple of months.

- The security system for the library's thin clients and server is eight years old. A review of the system will be conducted in January. Any need for upgrades to the system will be evaluated and recommendations made. Funding for any such upgrades may come through state aid.
- A complete review of library policies last occurred in 2014. These reviews should occur every three years. Steps to exercise these reviews will be taken.
- Retirement of a library clerk will take place on Friday, November 20. The open position has been posted and 5 resumes received in the first day of posting.
- A downloadable app, "when to work", used to coordinate and facilitate staff scheduling, is being evaluated during a 30 day free trial. The cost of the app is \$200 per year.
- Friends of the Library
 - The Friends sponsored 5 Zoom meetings during October with 41 attendees.
 - Parent's Advisory Board reported that the outdoor story times were a great success. They are hoping to see craft kits and book bundles, possibly a Santa's mailbox in December.
- Endowment Committee:
 - The terms of two Endowment Trustees are up for renewal. Sal will contact them.
 - The Trustees yearly paperwork has been filed.
 - No Endowment reports have been submitted or meetings scheduled.

5. Old Business:

- Updates on Library Re-opening
 - As of October 19, the library system of pre-registration for entrance was discontinued. Maximum occupancy is limited to 30 patrons. Occupancy has not exceeded that number since the change was instituted. Mask compliance has been good.
 - Study room use is brisk, continues to require pre-registration, limited to single occupancy.

6. New Business:

- Review FY2022 proposed budget:
 - Budgets are due at the end of November. Sal will review the library budget with the Town Administrator.
 - ½ year funding of the Children's Programmer position is still under consideration.
 - Sal will try to put together a budget that meets the MBLC's Municipal Appropriation requirement for FY2022, so as to avoid a waiver filing for next year.

7. Meeting was adjourned at 8:10 PM by roll call vote of 5-0-0.

8. A Follow up Director's Report was submitted by Sal via email on November 20, 2020:

- During October, patrons downloaded or streamed 4,815 items from Hoopla, Kanopy, Overdrive, and RBDigital. These items represent 36.87% of the library's total circulation figure (13, 058 total items).
- Endowment Trustees whose terms are up for renewal are Maureen Smith and David Wildnauer. Sal will contact them regarding their desire to serve another term.

- Book Bundles will be offered, through the Children's Department, as an on-demand request service. People can call in or email a request for 10 related books for later pick-up. Notice of this service will be posted after Thanksgiving.
 - The FY2022 budget has been submitted. It represents a 3% increase over this year's budget. The Children's Programmer position is not funded in the submitted budget.
 - Sal will put together an alternative budget that meets the MBLC's Municipal Appropriation Requirement for FY2022 and also includes the Children's Programmer position.
 - If the numbers break right, the Town Administrator might be able to add in items found in the alternative budget.
9. Next scheduled meetings of the Library Trustees are: December 15 (to be held only if needed for a vote), January 19, 2021, February 16, 2021.

Submitted by L. Czachorowski,
December 8, 2020