



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
October 18, 2022**

The September 20, 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, J. Marciello

Also Present: Library Director S. Genovese, Asst. Dir. M. Riportella

1. The Board of Trustees Meeting was called to order 7:00pm by D. McElhinney
2. Minutes for September 20, 2022, were reviewed; amended minutes were approved by a vote of 5-0-0.
3. Reports:
 - Director's report
 - Because of the issues raised by automatic updates to Library computers, software updates will be done manually in order to prevent patron disruptions
 - The EV project has been approved by Eversource; we are still waiting on the Department of Public Utilities to release the funding
 - At the Town meeting on 10/17, the town approved the revolving fund for EV the chargers
 - The town is currently updating its bylaws
 - Chapter 125-1 has to do with providing Walpole Cable with access to record open meeting sessions; we will need clarification from town hall on whether recording is required, or at the discretion of Walpole Cable
 - In the past, the Town Meeting Warrant has been posted outside the clerk's office; a new bylaw states that the Warrant will be posted at the Clerk's office and the library
 - The library has some Windows 10 machines that weren't able to be updated to Windows 11; the Library will conduct an inventory of machines that can't be updated to plan for replacement. The initial priority will likely be the computer/microfilm reader in the Walpole room
 - Librarians plan to transition between the previous and updated system for museum passes for the new calendar year
 - Friends of the Library Report
 - The Friends met on October 3rd
 - One board member has resigned for personal reasons
 - The Friends have three events scheduled in November



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- The Library saw an Increase in attendance at adult programming in September is due to three events that Friends ran that month
 - Parent Advisory Board Report
 - The costume swap took place on September 28, 2022, with over 100 attendees
 - The remaining costumes were left up in the Children's Room so that others can make use of it for the month of October; they are still receiving donations and there has been continued traffic to both donate and select costumes
 - The PAB inquired about keeping the coat rack out for winter for the community, as a place to leave winter coats while using the library during colder weather
 - Harvest Fest had low attendance due to the weather; Trader Joe's donated 60 pumpkins for painting, and children who attended were able to paint pumpkins
 - The Teen Advisory board is hosting their Halloween event on October 26, 2022, from 5-6pm
 - Endowment Trust Report
 - Nothing to report
4. Action Items
- The Board of Trustees vote to approve the new calendar by a vote of 5-0-0
 - All Covered Invoice
 - When the Library purchased its server it received three years of maintenance
 - That maintenance contract has expired and the Library received a bill to extend coverage for a year
 - The Library Director talked to the town IT director, who felt that the price was within range and that the service is worthwhile at this time
 - A motion to approve \$1,170 from state aid to pay for the extended service contract was approved by a vote of 5-0-0.
5. Old Business
- Update on MBLC waiver application
 - The Library must meet three criteria to be certified in good standing: (1) the amount of hours you are open, (2) the amount of money spent on materials, and (3) the local community budget needs to support the library at a certain level and the town's budget for the library needs to increase by 2.5% per year over a three year average
 - We did not meet the third criterion and therefore need to submit a waiver application



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- Town administration and the town accountant need to write a letter and complete a form
- Deadline is November 4, 2022
- MBLC will vote on the Library's standing at either their January or February meeting; 2023 state aid will likely be received slightly later as a result

6. New Business

- Long-range planning
 - The Director reached out to a strategic planning consultant who was used by another Boston-area public library
 - This person not available until mid-April; they estimated that the strategic planning project costs would be between \$8500-\$9800
 - The process includes community and stakeholder focus groups, community survey, and other modes for collecting community input
 - The Director is checking to determine how many quotes the Library needs to solicit and whether or not an RFP needs to go out
- Diwali event participation
 - Invited to participate in the Diwali event happening Sunday at Blackburn
 - The Assistant Director will be attending and taking a book display and will be available to sign community members up for library cards
- Library branded items
 - At a recent meeting the staff discussed ideas for items with the library logo
 - The Director will bring a formal proposal to the Trustees when it is finalized

7. Meeting was adjourned at 7:58pm by a vote of 5-0-0

Next meetings of the Library Trustees: Next proposed meeting dates 11/15, 12/20(TBD), 1/17. These meetings will be held in person at the library.

Submitted by E. Chase