



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 September 20, 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, M. Riportella

1. The Board of Trustees Meeting was called to order at 7:05pm by D. McElhinney
2. Minutes for August 2, 2022, were reviewed and approved with one correction by a vote of 3-0-1.
3. Reports:
 - Library Director
 - Usage data provided for E-material reports is incomplete as we are waiting for statistics from Overdrive; this information will be updated.
 - We are waiting for an update on EV stations; the state deadline was extended through October 1, 2022.
 - A patron visited the library and asked about our use of plastic bags; the town ban on bags is related to shops, not non-profit institutions.
 - Harvest Fest is scheduled for Saturday, October 1, 2022. The Library has secured a table and food truck vendors will be using the library parking lot; staff have been notified to expect individuals primarily using the building for restrooms that day.
 - Town/Union negotiations are in process and the town is conducting a reclassification study to look at all non-union positions and check that positions are appropriately compensated compared to other towns based on the positions' duties and responsibilities.
 - Recent rain led to a roof leak over the Pinnacle room; staff are still working to identify location of the leak.
 - Friends of the Library
 - The Friends met on September 12th, 2022, no report.
 - The recent North Sea Gas program on September 13, 2022, had 79 people in attendance.
 - Upcoming Events:
 - Willam Nyende – September 22
 - Brent Ranalli – September 28
 - Barry Pell – October 6
 - Additional events are currently being planned for the spring calendar
 - Parents Advisory Board
 - The Board met Wednesday, September 7, 2022.



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- Nikki Cataloni attended to discuss the Summer Reading Program and Summer Reading Bash.
- Nikki is interested in acquiring programming items, such as a bubble machine, that the Parents' Advisory Board may be able to assist with
- The Halloween Costume Swap will be September 28, 2022, from 5:30-7pm in the Children's Program Room; the Parents Advisory Board has received a number of donations of costumes.
- The Board may have a booth at Harvest Fest; they are in discussion with Friends to purchase small pumpkins and do pumpkin painting and are looking for volunteers to help with the booth.
- The group also discussed hosting a pumpkin decorating contest; Plainville ran one that focused on decorating a pumpkin like your favorite character, with a small prize; Nikki is looking into what this would entail
- The Teens Advisory Board plans to host a Halloween party and has reserved a room for October 26, 2022 from 5-7pm.
- The group also discussed organizing a career panel/job fair to bring people in from different professions to talk with children; the Teen Advisory Panel is looking for volunteers, with a date to be announced.
- Endowment Trust Report
 - Our tax report has been filed; the Library Director did not have any other new information to report.

4. Action Items:

- Endowment invoices
 - No endowment invoices received.
- Connection Invoice (Computing)
 - Invoice Line 1: billing for two EliteBooks: next generation of HP notebooks.
 - The two existing staff notebooks will be reformatted and used by the public.
 - \$3435.74 to Connection for 2 HP Elitebooks to be paid by state aid, approved by a vote of 5-0-0.
 - Line 2 of the invoice is for a battery that is still under warranty; the Library will not be charged for a replacement.
 - Invoice Lines 3-5 pertain to a server for data storage. The Library is currently storing data locally; a number of staff use Dropbox accounts however the file size for free Dropbox accounts is limited.
 - Additionally, the Library digitized its newspapers and they are stored locally on two computers in the Walpole room; a large chunk of the hard drives for those computers are now devoted to PDFs.



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- The Library is seeking a more robust server for file sharing that will be linked to multiple staff computers; the goal is to obtain a solution that is tied to the network so that they can physically store materials and access the file server from any of the library's computers. This requires the three pieces of equipment quoted in the invoice.
- The Library Director plans to install the server with the assistance of the Walpole IT Director and is currently working to determine if this is feasible; a vote on the expenditure was postponed until that determination is made.
- The Trustees discussed the newspaper PDFs and what options may exist for moving those into a hosted online space such as the Digital Commonwealth; adding them to Digital Commonwealth requires providing item level metadata.
- YALSA Symposium – Professional Development costs for E. Doherty
 - The Library Director is requesting approval for up to \$1200 in professional development conference funding to support E. Doherty's attendance at YALSA.
 - A move to appropriate up to \$1200 for E. Doherty to attend YALSA was approved by a vote of 5-0-0.
 - The Trustees began a discussion with the Library Director about establishing a policy for professional development funding requests.

5. Old Business

- Summer reading statistics
 - Total readers: 521
 - Minutes read: 336,957
 - Participants who completed the program: 204
 - Total books read: 8,340
 - Lawn signs distributed: 158
 - Rewards Earned: 622
 - Over 100 patrons attended the end of summer reading party
- Library hotspots
 - New hotspots have been received; they will replace the existing hotspots when those lines expire on September 30.
 - The Library purchased three at \$120/a year for each hot spot; based on circulation, we may find that additional hot spots are needed.
- Kanopy
 - The Library's account has been configured so that when we use materials the Library is invoiced, rather than maintaining an account with Kanopy for withdrawals; Kanopy invoices will be paid out of the book budget going forward.



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6. New Business

- ARIS data
 - The Library Director provided data comparing statistics for the fiscal year ending June 2019, and the year ending June 2022.
 - Numbers for Library holdings include e-materials.
 - Circulation remains down 7% from pre-COVID figures; the Library will need to see circulation from 22-23 year to determine if circulation is still recovering from the pandemic or if this indicates a trend in usage patterns.
 - MBLC does not count Hoopla or Kanopy uses in our circulation numbers; MBLC considers these to be databases because it is a content collection, compared to a system such as Overdrive in which we select specific titles for access.
 - Registered borrowers are down 23%; the network purges cards that are not used over a two-year period. Users who have not checked out materials in over two years need to reregister, thus COVID has had an impact on this percentage.
 - Program numbers show significant growth.
 - Pre-COVID, most of the programming offered by the Library was organized by the Friends of the Library; this accounts for most of the 96 programs offered in the year ending June 2019.
 - For the year ending June 2022, most of the 106 were staff-led. These programs tend to host smaller audiences.
 - Public computer sessions have decreased, possibly because more people acquired devices and internet access out of necessity during COVID and have not gone back to using public terminals.
 - Meeting rooms usage has returned to pre-covid levels, although visits overall have decreased.
- State aid
 - Applications and compliance forms have been completed.
- 2023 calendar
 - Trustees will be asked to vote on the calendar next month.
 - With union negotiations taking place, there may be negotiations that impact the 2023 calendar.
- Dedication of the Children's Room
 - The Library Director met with P. Czachorowski and K. Kohlmeyer to discuss the potential naming of the Children's Room in memory of S. McGrath



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- Trustees discussed previous practices for donation levels and space naming during the building funding stage
- Trustees also requested further conversation about opportunities to recognize S. McGrath and a policy to guide future naming requests and/or dedications.

7. Meeting was adjourned at 8:49pm by a vote of 5-0-0.

Next meetings of the Library Trustees: Next proposed meeting dates 10/18, 11/15, 12/20 (TBD). These meeting will be held in person at the library.

Submitted by E. Chase