



## 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

April 15, 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 5-20, 6-17, 7-15
2. Director's Report:
  - a. Union meeting rescheduled for May 20
  - b. There is an area in the Children's Room that's being watched for water damage. Checks done around the Library whenever it rains.
  - c. April Endowment meeting was cancelled. Next meeting is set for July 2014, where representatives from Janney will attend. Sal needs to confirm if the last disbursement has been deposited.
  - d. Library is hiring for a Summer Page position (budgeted for 220 hours).
3. Action Items:
  - a. Endowment Fund Invoices totaling \$11,957.29 reviewed, including: Friends of Boston Harbor presentation for \$75.00, Bob Begin presentation for \$200.00, Recorded Books books on CD for \$1002.60, New York Times subscription for \$701.76, Overdrive subscription for \$5000.00, Sebco books for \$1824.59, Learning Express prep test database for \$2375.10, A-Z World Travel database for \$354.24 and Whalley Computers external hard drive and LED TV for \$424.00. Approved 5-0-0.
  - b. Revised Kent Electric estimate for \$5350 presented. A second quote to be obtained.
  - c. Suggestion made on how the Library can share information on the variety of databases available to the public.
  - d. Gift Acceptance, Art Exhibit, and Display Policies: policy drafts reviewed and suggested edits made. Sal to distribute for review prior to the May Trustee meeting. These policies will be used to create related sections of the Library website.
  - e. Summit Energy Proposal for solar panel annual maintenance service contract for \$500 annually and Apex Green Roofs Maintenance contract for \$1600/year (4 visits) discussed. Sal to explore options for how best to budget for and this will be reviewed at the May Trustee meeting.
  - f. Suggestion made to have a maintenance contract for the HVAC system. Sal to explore options for review at the May Trustee meeting.
  - g. A bridge group has requested if they can store their tables at the Library, which is not possible. The group would like to donate 8 folding card tables to the Library that they may use. Sal has requested that they submit a "deed of gift" that clearly indicates that the tables are being donated to the Library to be used as the Library sees fit. Approved 5-0-0.
4. New Business:
  - a. H. Connor presented a Friends of the Library meeting update. Friends will set-up outside of the Library (on the parking lot side) for Walpole Day. Approved 5-0-0.
  - b. Discussion related to fundraising and the Trustees role.
  - c. H. Bergen and S. Genovese to conduct a walk-through of the Library for

maintenance and facility purposes.

- d. A Stone School sign was given to Sal for the Library. A location is to be determined.

5. Old Business:

- a. A Dyson wall-mounted hand dryer option was reviewed by D. Wildnauer and S. Genovese. The cost of the hand dryer is \$689. Approved 5-0-0 to be purchased out of state aid. S. Genovese to purchase and make arrangements for installation.
- b. S. Genovese is having a sign made to acknowledge the Norwood Evening Club's maintenance of the garden area.

6. Meeting adjourned at 9:15pm. Next meeting scheduled for May 20, 2014.

Submitted by: Helen Connor, April 15, 2014

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