



## WALPOLE PUBLIC LIBRARY BOARD OF TRUSTEES

David J. Wildnauer AIA — Chairman

E. Hunt Bergen

Helen A. Connor

Robert Damish

Helen B. Howard

---

Board of Trustees Meeting  
January 30, 2014, Walpole Public Library

Trustees Present: H. Bergen, H. Connor, R. Damish, H. Howard, D. Wildnauer  
Library: S. Genovese

1. Previous December 17 meeting minutes approved 5-0-0.
2. Next meeting dates set for 2-18, 3-25 and 4-15
3. Director's Report:
  - a. Representative from Walpole Police Dept will be attending a staff training to discuss safety issues and procedures.
  - b. Viking reviewed heating issues remotely and most of the areas have been addressed. Dr. Silas E. Stone Room and Warren's office are still problematic. May be due to smaller radiators. Sal is going to speak with Facilities to review options.
  - c. Electric utility charges will be moved to the Facilities Department budget starting with FY2015. The decrease in the library's municipal budget will result in an \$8500 +/- reduction in mandatory spending on the materials by the library.
  - d. FinCom date for FY2015 budget is Feb 10, 2014.
  - e. Union negotiation meetings have been set. Sal meeting with Michael Boynton on Feb 19, 2014 to discuss the items that were submitted for review. Negotiations begin Feb 26, 2014 and Mar 5 and 12, 2014.
  - f. Endowment Committee met Jan 14, 2014. Reps from Janney were present and discussed the assets and current and recommended strategies. Adopting a new strategy that shifts from bond to equity holdings.
    - i. The Committee will meet quarterly - next dates are Apr 8 and Jul 8, 2014.
    - ii. Sal will act as non-voting liaison between the Trustees and the Endowment Committee.
    - iii. There is a Building Fund that currently is worth approximately \$30K and there is question regarding what is appropriate use of those funds. Sal to discuss this further with the Endowment Committee.
    - iv. An anonymous donor who has donated in the past has contacted Sal that they will be making another \$50K donation in March 2014 that will be deposited into the Endowment Fund.
    - v. An Endowment Fund disbursement was deposited in Jan 2014.
  - g. Gift policy reviewed and current process stands. Donations not designated for the "Endowment Fund" can be used directly by the Library (i.e. book purchases).
  - h. Invoices totaling \$7,930.67 reviewed and approved 5-0-0.
4. Action Items:
  - a. New security cameras (180 degrees) being installed - one in the Young Adult room and in the Periodicals area. Sal and staff will review if these cameras

- perform well to determine if additional cameras of this style are suitable. Quote of \$2,729.50 and funds to come out of State Aid.
- b. New desk chair quote of \$2,332.80 to come out of State Aid. Sal is going to request a sample to confirm the chairs can lower enough to sit comfortably at the Circulation Desk before making a final purchase of 4 chairs.
  - c. WPL Trustee bylaw revisions approved 5-0-0. To be posted on the Library website.
  - d. Previously discussed edits made to the Meeting Room Policy. Approved 5-0-0. Seeing a benefit as a result of the extended hours. Examining meeting room training for staff and manual for users.
5. Old Business:
- a. WCC approved funds for the project (duplicating the photogravures). 19 of the better photos have been chosen and getting another quote to have the copies made. A request will be made of the Friends to match the WCC donation. A proposal has been put forth to frame the 19 copies for display in the Library, with the originals stored in archival quality storage.
  - b. The hand dryer in the Ladies Bathroom is still an issue. To be removed at the very earliest and paper towels used as an alternative.
  - c. Sal is still looking into the solar panel issues.
6. New Business:
- a. The Library has received several calls about Home Bound Delivery Service over the last couple of years. A local resident, who does volunteer work and works in a library in another town, conducted research to ascertain what other libraries are doing. The current solution is to work with the Council on Aging to have individuals dropped off at the library. That only addresses a specific population though. Need to determine that if this is a service that is offered that it can be appropriately managed.
  - b. H. Bergen suggested that a greater emphasis be put on newer books and making newer titles more visible. A discussion has been had with the Friends of the Library group about resources and future steps. Sal to set-up a table where themed suggestions, speaker fliers, etc. can be displayed.
  - c. Log Me In is no longer a free service. Replaced with a new service.
7. Meeting adjourned at 8:48pm. Next meeting scheduled for Feb 18, 2014.

Submitted by: Helen Connor, January 30, 2014