

Board of Trustees Meeting
Walpole Town Library

November 12, 2019

Present were: Carole Cramer, Gail Lahaise, Jean Kobeski, Fred Ernst, Amy Howard, Bert Nelson, Kate Nerrie, Jeanne Ramey, Rose Werden.

Justine Rogers, Shirley Capron. Absent: Peggy Pschirrer.

The Meeting commenced at 4:30 at the Branch with Bert moving, Carole seconding, all approving (9-0) the October Board Minutes,

Kate distributed her Treasurer's Report declaring, "We are in good shape. All is on schedule," and Justine echoed the same. Jeanne moved, all approved (9-0).

Justine distributed her November Bills report, and mentioned the overall success of the Craft Crawl – organizing it, and where the group went. Kate moved, Jeanne seconded, all approved (9-0).

Old Business: Construction Status: Carole said the Moving Shelves were being installed today and added that dust in the tracks is an issue.

- She met with Barry and he is pleased.
- Still have money in the Contingency Fund and will spend most of what we have.
- Overrun costs of tiles because of changed specs.
- On schedule except for the door to the Office.
- Jan, Rutherford, and Ellie are addressing photo display in the Community Room.
- Re, there are eight different photos of the Town.
- Amy will contact Rutherford about a printer for old photographs.
- Ordered 40 folding/padded chairs for the Community Room in addition to 20 wooden chairs already had.
- Two existing tables to be used, plus three folding tables to be ordered.
- Fabric on panels for the wall covering.
- Gail asked about a coat rack, and Justine is pursuing.
- Carole asked Justine to meet re the "Community Room."

Kate inquired about the problem Chimney. A Mason returned and attended to it.

Furniture & Décor: Amy distributed her furniture report saying, we are well under budget, remaining funds that can be used elsewhere.

- Carole offered temporary storage in her cellar for the Hubbard portrait.
- Amy showed a photo of a table she is lending for placement beneath the hung portrait.
- Leather and carpet samples for viewing were distributed. Window seat cushions were mentioned.
- Amy said, Pampanoosuc Furniture is good on delivery. She is to meet with Justine re.
- Amy is to call Plotkins Furniture.

- The best one of the Valances with crewel work embroidery was cleaned. Other valances need restoring, and donations for were suggested.

Children's Room: Justine said the donation (check) arrived. Cupboards are being priced out.

Plaques: Jeanne showed samples of wood for the plaques, demonstrating a dark sign on a light wood background. She needs to know what is wanted on them: Dates? Mentioned were "Trustees," "Architects," "Library Director," etc. and the "Austin Hubbard Children's Room" plaque.

- Gail reminded all that the Mascoma Bank wishes to be recognized. It was recommended that they should be on the donor list along with the Walpole Bank.
- A separate poster for Business' donations for the Grand Opening was mentioned.

Treasurer: Kate said we have extra money in the Checking Account, and she proposes we withdraw for Library Expansion if need be. Even though it was originally set up years ago for Technology expenses, it was agreed that the R. Hubbard account could be used. A motion was made and passed by all (9-0) that Kate can use the funds as needed to pay for expansion between all accounts. (To be addressed again).

Building & Grounds: Jeanne said the Window Washer man arrived today but could not work because of the inclement weather. He will come again.

- Jenn Burr was cutting the bushes outside the Library today.
- Jeanne said the front of the Library needs painting before the Celebration.
- The trees still have to be cut down. The Town agreed to do so.

Celebration Plans: Jean, Gail and Amy are in charge. Gail said a decision has to be made re wine or cocktails.

- Amy suggested having somebody pouring.
- Barry (& Architects possibly) to say a few words and answer any questions.
- Gail said an invitation list will be made.
- Times again reiterated: Jean said the Fundraising Committee decided that the celebration would be in two parts: The Board decided to have a Cocktail for the Major Donors, Fri., Jan 3, 5:00 p.m. for the Hubbard Family, Trustees and Staff. Jean said Trustees are asked to make Hors d'oeuvres.

At 6:00 p.m. for the other Larger Donors. (Punch – wine, etc.)

The following day, Sat., Jan.4, Open House for the Community, 11:00 a.m to 2:00 p.m. (Cake – Coffee).

- Justine said the Library Staff should be remembered: All Board Members agreed inviting them.

New Business: The Library and Branch will be closed Thanksgiving.

Moving: Next week: Mon thru Fri, 8:00 – Noon: Justine & Library Staff scheduled to clean. Staff to move boxes: “Vacuum a box. Move a box.” Kate suggested contacting any available Trustees to help. (Her husband is helping in another needed area).
- Big move from the Town Hall, Dec. 2nd. Library closed, first two weeks in Dec.
- Jeanne suggested having something for the Staff. Amy said staff be encouraged to come and offered to organize some things for them.
– Justine’s current desk is for sale, and should be posted “For Sale.”

Personnel & Policies: Fred proposed the Board move forward with the changes in Justine’s e-mail to Board Members -- that the changes made were the same as the Town’s policies. Gail moved, Carole seconded, all approved (9-0).
- That the John Hubbard Room Policy be affirmed. Gail moved, Fred seconded, all approved (9-0).

Library Reports: Walpole: Justine distributed her November report saying all is going well. She predicts that the Library will be very busy in 2020.

Branch: Rose distributed her report: North Walpole “January Through October 2019” for this month was up in Circulation and Visitors again.

Technology: Justine is getting good quotes for new computers needed.

Friends: The Book Sale went very well with one-half of the regular collection, compared to the amount of books sold in the past. Just over \$5,000 was made.

Jean and Gail attended the N.H. Library Trustees meeting at the Dublin, N.H. Library. Jean came away feeling very good about our Library Director and our Board of Trustees. In learning about their Retreats for their Board and Library Staff, she said this could be something for our Board and Staff to think about. All Board members were in agreement.

With no further business, the Board meeting adjourned at 6:00 p.m.

THE NEXT MEETING WILL BE DECEMBER 10, IN WALPOLE.

Faithfully submitted,

Shirley Capron, Secy.