

Board of Trustees Meeting
Walpole Town Library
January 14, 2020

Present were: Carole Cramer, Gail Lahaise, Fred Ernst, Amy Howard, Bert Nelson, Kate Nerrie, Jeanne Ramey, Peggy Pschirrer, Rose Werden, Justine Rogers, Shirley Capron. Absent: Jean Kobeski.

Thanks were given to Fred for his gift of Susan Orlean's great book, "The Library Book" to all Board Members.

The Meeting commenced at 4:30 p.m. with Gail moving, Carole seconding, all approving (9-0), Jean's December Board Minutes.

Kate distributed her Treasurer's report for the end of the year declaring that we are in good shape, and that we spent what we took in. Gail moved, Jeanne seconded, all approved (9-0). Fred Signed Kate's Report.

Justine distributed her January 2020 Bills report, and mentioned that no books were ordered for the Branch last month. Gail moved, Amy seconded, all approved (9-0).

Old Business: Items To Be Completed Re Renovation.

Carole and Amy told that:

- Two plaques were ordered.
- Panels are to be completed and to arrive next week.
- Electrical work for Community Room to be done.
- Cupboards, (\$2,900 with installation) for the Children's Room.
- One more bookcase is needed for the Children's Room.
- Jeanne said outside painting is needed. (Building Maintenance is provided for by the Town).
- Amy said we should regroup to see if the new furniture is working.
- Obtaining a track operating system (by hand) for hanging posters. Ken Burns said that each poster has to do with a film.

In summation it was declared that a lot of little things needed finishing.

Financial Review of the Budget vs Actual Expenses for Renovation.

- Kate said that there is \$6,600 left in the Account and that \$1,000 is expected to be saved.
- \$5,000 was received from the Moose Plate grant request.
- Amy will follow up with Susan Johnson at the Bank re their gift.
- Kate said that the budget is in very good shape. There is \$40,000 left in the Checking Account and that
- \$5,000 was received from the Howard Fund.

Removal of Restriction on R. Hubbard Fund. Kate moved, Gail seconded, all approved (9-0) to close out the Hubbard Fund of \$19,000 for Technology and move the money -- for the Library's General Purposes. Peg advised Kate to notify the Trustees of the Trust Fund re, saying they should know the purpose of the move.

- For keeping easier tracking of monies, Kate moved, Gail seconded, all approved (9-0) moving the Friends' Saving Account of \$5,000 to \$6,000 into the Library's General Savings Account.

Further Thank You Notes. Gail said she heard from David McCullough. Amy said she sent him pictures of the renovations.

- Fred read off a list of donors that should be sent "Thank You" notes, saying he would obtain a list of major donors the following day that he would write to individually.

- Jeanne said that Fred also would give Rich Anderson a Library tour.

Preparation for Trustee Changes: Trustee terms are up for Kate, Bert and Shirley. Bert declared she is not running again. Both Kate and Shirley will. Tim Lester, Susan Johnson and Kevin Switzer are also expected to run. The time frame to register is from January 22 to January 31.

Discussion of Off-Site Strategy Meeting: Both Bert and Pat proposed having the meeting for later on when all operations are settled from renovations. Suggested was a half-day meeting off-site, or a morning meeting in the Library.

Operations: Walpole Library. All agreed policies and liability issues have to be worked out for the Community Room. Justine will write a draft policy re for the Board to review at the next Board meeting in February.

- Justine said all is going well and that she is excited to see what 2020 will bring. She distributed her 2019 statistics mentioning that they were down, logically because of the renovations' upheavals.

- Because of its success, having a Tea event again to raise money was discussed, and that the Tea should be done by the Friends because of the work it entails. Fred commented that more things should be considered to raise funds. Re raising money, Peg wisely recommended that monies should be put into the State's Public Deposit Program that earns much more interest, rather than a C.D. that does not.

- Justine is to produce a new budget for the year, and Kate will present it, and talk with the Town Commissioners re.

Branch: Rose distributed the Branch's Annual Report for 2019, saying that her patron list is higher this year and that some patrons are in Florida now. She will give Justine figures for the Town Report.

Building & Grounds: Jeanne said the Town is planning to cut down the trees next door after this winter. Those to be cut are marked with ribbons.

Technology: Justine said she is working on money quotes for new computers needed and will have info re at the next Board meeting.

With no further business, Gail moved, all approved (9-0) to adjourn at 6:00 p.m.

Respectfully submitted,
Shirley Capron