

Board of Trustees Meeting  
Walpole Town Library  
Conducted on "Zoom"

April 15, 2020

**Present were:** Gail Lahaise, Jeanne Ramey, Fred Ernst, Amy Howard, Kate Nerrie, Jean Kobeski, Susan Johnson, Peggy Pschirrer, Justine Rogers, Shirley Capron.

**Absent:** Carole Cramer, Rose Werden

**Approval of Minutes:** February Minutes were approved (8-0).

**Treasurer's Report:** Kate sent her corrected Report for March & April to Board Members on-line, April 13, 2020.

- Gail said the Friends anticipate giving \$9,000 to the Library.
- Expenditures for cleaning supplies are low now but will pick up again when the Library is open for business.
- The Hubbards give the Library \$7,000 in March for the O. Hubbard account. Fred asked Kathy if the \$17,000 O. Hubbard balance includes this year's addition, and she said "Yes, it does."
- Fred asked that we be very cautious about spending because due to the closing, we are not bringing in as much money in donations, etc. Peggy explained that all department heads are being asked to find ways to make cuts in their budgets. Due to the difficult economic conditions at this time, the Select Board anticipates a larger than usual number of people defaulting on their taxes in June.
- Jeanne moved, Amy seconded, all approved (8-0) Kate's report.

**Bills:** Justine submitted her April Bills report on-line to Board members April 13, 2020. Kate asked if Fred should sign bills over the phone. **The Board verbally approved the bills.**

**Old Business:** Amy said no progress has been made since she talked last. The Computer area was discussed. Also, sound-proofing in the Community Room. Fred requested writing a list for remaining things to be done and distributing it to the Board.

- Jeanne was asked about plaques. She said she wrote everything out that was to be on them and needs final approval. Justine was asked to follow up with her re.
- Jean asked Justine about a new floor mat for the entryway. She did not order one. Jeanne mentioned that in the L.L. Bean catalog she brought in, the price is cheaper than others for sale elsewhere. Fred affirmed it should be on the "To Be Done" list.
- Kate said she is not closing out the Account relating to the above.

- The Linen and Craven checks were received. (Charlie & Sheila sent \$1,000). Fred said he wishes to write an acknowledgement to Linen.

**New Business:** Kate's report shows a deficit of \$3,900 under budget, including the \$2,000 change in the Friends contribution. Fred said we should not be operating with a deficit. Amy and Kate made suggestions re. Justine said she is not buying books now and she is not spending money for programs, adding that there may be savings in certain budget lines. Fred

said money should be saved now if possible and that we should be very careful about spending. Re, it was mentioned that the Hubbard funds are paying out low at present.

Peggy reiterated that the Select Board was asked how they can save money and to send her a memo re. Adding, that they are uncertain about property owners paying their taxes this year. The State said people will not pay on time this year.

Peggy said that she and Justine talked extensively re, noting that the Library is saving on utilities.

Fred said we will revisit the issue each time we meet. He asked Justine to tell us where we should cut back.

**Operations: Walpole Library:** Justine explained the new Program, Hoopla, that the Library has purchased. It is an online book service similar to NH Overdrive. The Library pays \$1,000 up front for the service, and there is a cost/checkout. Individual charges range from \$.50 - \$4.00, and that is charged against the \$1,000 we paid up front. There will be a cap of five check-outs/person/month. Julie will create a tutorial on its use.

Because libraries are now closed due to the pandemic, Hoopla offered an additional 1,000 check-outs that will not be deducted from the initial \$1,000.

Justine sent her Library Report for March/April on-line, to Board Members. She said the N.H. Governor is to indicate if schools will be closed at the end of May and possibly for the rest of the year. She added that this will affect the library, and that "We are all reeling with the punches."

Justine said all library staff are working on projects and are able to get in all assigned hours. She is trying to stay attuned to the State Library and other libraries about what they are doing. Also with the State Library's "Reopening talk" that may involve reduced hours and roadside delivery. Recommendation plans are to come. She is waiting to hear what the Governor has to say re. Their Task Force is working on what to do with returned materials. She declared that our Library will have protection in place re.

Jean complimented Justine and Julie highly for their work in this crisis, and asked if there were any new patrons. Justine said there are twenty. She added that everyone loved the Curb Side service and Community Book Shelf. Books there come from the Library's Book Sale shelf and Justine's private stash.

**Personnel Policies:** Jean is to stay on the P.P. Committee. - Jean and Gail spoke with Amy and proposed that she be the new Chairperson and she agreed.- Jeanne noted that all will happen, and will be effective immediately

**Recommendations by Committee for Officers & Approval:** Gail moved, and all approved (8-0) that candidates for Board Member positions be confirmed: Kate remain as Treasurer, and Shirley remain as Secretary. Amy was voted in as the new Chair of the Board of Trustees. Fred will remain on the Board.

**Building & Grounds:** Another e-mail was received from Richard next door saying that people are still trespassing across his land.

It was agreed by all that he should put up a sign. Jeanne said she spoke to the owners of "Applewood" re. Also that she would call Richard again and suggest he put up a sign.

- Jeanne asked if we are going to ask for money for trees to replace the ones cut down. The "Women of Walpole" group was suggested to contact since they usually give tulips to the Library annually. Justine wondered if we could trade tulips for trees this year. Peggy said possibly. Jeanne said smaller trees are better than larger ones. They are easier to work with, more effective and cheaper, about \$100 or \$200 a piece. Amy wondered if "Agway" might contribute some. Jeanne is to pursue re.

**Technology:** Six computers, costing \$3,000 total, are on hold for purchase. Three are for patrons and three for staff. There will be enough room for them. The old computers they are replacing will go to the Recycling Center.

**Friends:** Gail reported that their 2020 contribution of \$9,000 is on the way.

- Jeanne asked if they are going to do a Fund Raiser. Gail said they have not met yet. Fred said to tell them about our budget situation.

In conclusion, Fred again expressed his thanks to the Board. He then congratulated Amy for her being the Board's new Chairwoman.

With no further business, Gail moved, all approved (8-0) that we adjourn about 5:30 p.m.

Respectfully submitted,  
Shirley Capron, Secy.