

## **Board of Trustees Meeting**

### **Walpole Town Library**

Conducted on "Zoom"

June 10, 2020

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

The Meeting commenced at 4:30 p.m.

**Approval of Minutes:** Fred moved, Jean seconded, all approved (8-0) with one correction in the May 14 Minutes.

**Treasurer's Report:** Kate sent her Report for May to Board Members on-line. She said all is well, expenses are low, and Income so far is as expected. A check from the Library Trust Fund was received and the amount is what we usually get. We are running under budget. Less was spent, (one-third of the budget) but will pick up on books and cleaning supplies later on. Gail moved, Carole seconded, all approved (8-0) the Treasurer's Report.

**Approval of Bills:** Justine sent her Bills Report for June to Board Members on-line. She said the line that indicates payment to her re the Amazon account was for 750 paper bags for \$184 that are being divided up among four other libraries, adding that \$36 was spent on bags for Walpole. The "Awareness" tool bill is expected next month. Fred asked what it is. She explained it, concluding it is a marketing tool, that it helps to raise awareness of the Library and its programs, that all is copyright free, that it is great for summer reading, and that she is happy with it. Fred moved, Susan seconded, all approved (8-0) Library bills for the month of June.

**Old Business:** Amy sent her "Remaining Expansion Projects" list to Board Members on-line. She discussed each line: The first about exterior repairs and painting, saying that many new things were discovered, i.e. lots of repairs needed – shingles, trim, stormflashing, letters in Library sign, and inquired who would pay for them as there is no money now in the town budget for 2020. Amy explained there are two options. We could submit the cost into the 2021 budget and repairs could wait until next year, or we can use some of the remaining expansion funds to cover the cost. We want to get the work done this summer so the damage does not get worse.

As we have money in the budget, Kate said she doesn't want the Library to set a precedent that the Library would be paying for repairs to a town-owned building. Peg replied that no precedent will be set, it is in the Town Budget, that they should pay, and she told the Town re. Gail remarked that the outside of the Library building is the first priority and to discuss with Barry Bellows. Carole said she would talk to Barry and send an e-mail to the Board with results re. Fred said we do not want to spend over the \$14,000. Amy said let's see what Barry says, and added that a counter top and table are needed. Peg suggested the Board review the Town Budget regularly that pertains to the Library and will speak to Rich Kreissle about it sending the

budget monthly for review, adding that it should be on his monthly agenda. Justine and Kate are to look at it monthly, and Justine said she will send copies to Library Board members also.

- Amy noted the necessity for acoustic panels for the walls.
- Also, the necessary backing for the new DVD shelves.
- Jeanne is still working on acquisition of the plaques.
- Justine ordered a new rug for the Library entrance.
- Justine will order hangers for posters in the reading room. Amy explained they are a simple, inexpensive system costing \$69 including installation. She said that Barry's staff might be able to install them.
- Stated was the necessity needed to understand outstanding bills from Barry – for lights that have been ordered and electrical work.
- Gail questioned about the needed fan and light in the bathroom. Carole said she would ask Barry about it.

Kate motioned, Gail seconded, all approved (8-0), Amy's four items to be addressed and paid for out of the remaining expansion funds (Repair and painting the exterior, acoustic panels, shelf backing, poster hanging system). Carole will get the estimate for the cost of the Computer desks to the Board.

Approved also was Fred's request for an amendment: "If over cost, we take money out of the Technology budget to cover."

**New Business:** Addressing the Opening Policy, there is still phased opening, and Justine declared the Library is not opening any time soon, based on the current information she has. She added that she and her staff are working from home. This includes doing seminars. She said other libraries are looking at a required two-week quarantine for staff returning from travelling out of state. Justine said this is a declaration to put into our Library's Policy. To be added to the Policy also, that Chris Birchstead is Asst. Library Director when Justine is on vacation. She will share this updated policy with Library Staff and will bring it to the July Library Board meeting for review.

- Book Returns: Plans for are to move to daily Curb Side Service next week whether or not the ban is lifted. Walpole is adopting the plan used by other libraries: "Call patrons to arrange return time."

**Operations:** Justine said "All is busy." The State Library is securing a software platform for summer reading this year and next at no cost to the Library. Julie is setting it up -- learning it for staff tutorials. She is adapting it very well for Walpole's Summer Reading Program, to be running eight weeks. Justine explained it, remarking that the system does all of the manual work that was done in previous years. It starts live, next Monday.

- Justine said a craft project can be picked up on the Library's porch to be done over the summer.
- Amy said in observing the Library budget, not much has been spent for staff development. Justine commented that a lot of courses for staff development are free now because of the Pandemic.

**Branch:** Justine talked with Rose who is anxious about an Opening plan. Justine said there is no need to rush with services, that there will be an article about both Libraries in the "Clarion" re.

- Rose inquired about ordering new books. Justine said she will let her know when to order.
- Amy asked (as she did in the previous Library Board meeting) if the Walpole staff may be able to work with the Branch, and in this case with Curb Side Service.

**Grounds:** Jeanne is still working with the business about the trees to be replaced.

- Carole said she will talk to Barry tonight about getting into his schedule, and that she hopes it will be soon. She will keep the Library Board posted re.

**Technology:** Acquisition of new computers for the Walpole Library is still in a holding pattern.

**Friends:** Their monthly meeting is to take place next week. Justine will present her annual Wish List for \$9,000. \$6,000 will be for books. Their annual donation also includes prizes for the Summer Reading Program, and for the Play Program for After School Kids.

Kate asked when she could hang her gift of the quilt she made to the Library. Justine said to bring it in.

With no further business, Gail moved, Carole seconded, all approved (8-0) to adjourn at 5:15 p.m.

Respectfully submitted,

Shirley Capron, Secy.