

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

July 14, 2020

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

The Meeting commenced at 4:30 p.m.

Amy welcomed Julie and Chris to the Meeting. Both will be their Liaison to the Board after Justine leaves.

Approval of Minutes: Kate moved, Gail seconded, all approved (9-0) the 6/20/20 Minutes Shirley sent on-line to all Board Members, to Peggy and Sarah Downing for the Commissioner's office, and to the two Libraries for posting.

Treasurer's Report: Kate sent her Report for June to Board Members on-line. Remarking that there was not much to report, she said \$7,050 was received from the Friends as expected. In answering Fred's query if they would be sending more, she said probably not but that they usually buy extra things -- that there is the lack of Fund Raising because of COVID, and mentioning further their plant sales and book sales. He asked about the big balance in her report. Kate said we did not spend much and that the Friends' check made it larger -- \$66,000 Total. She said we should be prudent with money because we do not know what will happen re next year's economy.

Fred suggested putting the money into a C.D. Kate said that she preferred it go into the account that the Town has set up to earn interest. The Board will continue to evaluate that.

- Justine said the R. Hubbard and A.W. Hubbard Fund checks arrived.

Fred moved, Jeanne seconded, all approved (9-0) the Treasurer's report.

Bills: Justine sent her Bills Report for July to Board Members on-line. She said the bills are as expected. The \$16.00 noted is for the Raffle prizes with local businesses. Fred inquired about the Picture System. Amy said it will be for the Ken Burns' displays. Gail moved, Carole seconded, all approved (9-0) the Bills Report for July.

Old Business: Amy sent her "Remaining Expansion Projects" list to Board Members on-line. All approved.

- Carole is working closely with Barry and he will be here in August to repair and paint the outside of the building and a few small projects inside. He was in the Library for measurements re computer desks. A permanent desk will be built against a wall. In the hall way there will be a long table for computers. There will be three computers, plus space for Laptops, and space for people to sit and work on their own devices.

- The Rug has been ordered. Poster Hangers for the Reading Room were ordered also. Barry Bellows will be installing these.

- Plaques: Jeanne received the layout for them and corrections were made. She said we are almost there re, and that it will happen.

- Peg talked to Jennifer Burr about filling the hole where the tree was. Because the Town cannot do it, possible Jennifer's tree guy can. Talk ensued again about a tree. Kate said she would ask her husband, Michael, for recommendations re.
- Justine said there was a power outage and the "On-Off" switch to the Moveable Stacks was shown. Also, that a missing End Cap for one of the Stacks has been ordered.

New Business: Justine reported that the Library Opening was good, that everybody is obeying the rules re wearing masks, using hand sanitizer, and leaving in due time. Also, that it is quieter than expected. Patrons are calling: One appointment for each household, and one room open only.

- **Director's Search:** Justine and Amy met to discuss what is needed with the new Director.
 - On Zoom, Amy showed her listings for "Thoughts & Objectives," "Committee's Duties," and "Additional Interviewers Input" explaining all of the requirements to address in each of the three categories.
- Fred asked if there is a time-line. Amy said there is no time-line, that it is better to "Go slow" rather than "Fast" re. She commented that it is good to have Jen Fabis chairing the Committee because of her background and experience.
- Kate asked where to look for applicants. It was said that it would be good to cast a net, as wide as possible, for the position. Peg said that ads in other publications are picked up for the "Keene Sentinel" Also, she suggested the N.H. Municipal Association website.
- Justine said "*I Need A Library Job*" on the American Library Association's website is where she saw the Walpole Library Director's position advertised.
- Amy said the Board should expect more ad hoc meetings over the next month, and that if any Board member has questions to contact her.

Operations: Justine sent her June Update Report on-line to Board members. She said "Things are good. Circulation is good. The Book Drop is open." Julie is doing Virtual Programming for Kids.

Julie said she and Chris feel comfortable about handling the Library's operation. Justine said she has spent much time compiling the Library's operation task list for them.

Branch: Justine said a conversation with Rose about reopening the Branch is due to take place. Amy said a future plan re the Branch's future, needs to be discussed. Jeanne declared she will be there to discuss.

Grounds: Jeanne said Jennifer Burr will remove what has been growing on the side of the Library's stairs and plant bushes there.

- Re mowing around the Library, the Town does it. However, it is too dry to mow at present, and they are busy working elsewhere.

Technology: Justine asked if the new computers should be ordered. Amy replied that they should, and that desks for them are needed. All agreed that the monitors should be placed on the wall. Towers were mentioned also. Justine will talk to Michael for specs re.

Friends: They are still handling the Plant Sale that has generated \$700 so far. They are trying to decide what to do about the Book Sale since a lot depends on what the School does re their gym that is used for the Sale.

Fred asked Amy about how to promote the Ken Burns system in the Library to the Community. Amy said it is on her list to discuss with the new Library Director.

Justine left the meeting at 5:30 p.m when the Board went into Executive Session. After much discussion, Gail moved, Fred seconded, all approved (9-0) to adjourn at 5:41 p.m.

Faithfully submitted,

Shirley Capron, Secy.