

Board of Trustees Meeting

Walpole Town Library

Conducted on "Zoom"

August 11, 2020

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

The Meeting commenced at 4:30 p.m.

Approval of Minutes: Jean moved, Kate seconded, all approved (8-0) the July Minutes.

Treasurer's Report: Kate sent her Report for July to Board Members on-line. She said there was not much to report because we are starting to spend again. A check was received from the Library Trust Fund and the amount is low. Kate followed up with the Fund and determined that "We are right on the \$9,000 target for the year." She said also the check expected from the Friends of \$3,680 was received. Carol moved, Amy seconded, all approved (8-0) Kate's report.

Approval of Bills: Kate forwarded the bills on-line for July and said Justine did not do a normal report before she left, adding that the charges are not detailed. \$700 spent on Amazon purchases was correct. Amy asked Chris and Julie to do the bills for next month. They both agreed to keep track of them. Kate said she needs more info with them, and added that with Chris and Julie helping with invoices now, going forward will be fine. She said bills go to the Town for licenses and that she would take them up with Rich. Fred moved, Susan seconded, all approved (8-0) Kate's report.

Old Business: Amy e-mailed the Board, Chris, and Julie, some sketches and an estimate for the computer area that Carole got from Barry. She explained the tables and placement of them. Amy said she will measure the tables and see to other details. Fred asked about the electrical outlets. She invited other Board members to look at things with her, if they wished. Approval of these items and tasks was deferred until after Amy visits these subjects and areas concerning in the Library.

Barry will be starting the deferred maintenance on the windows and the front of the building the week of Aug. 24.

Carole addressed the question about the lighting in the Ken Burns Room. The cost for it is high. There is money in the Expansion Budget for it.

- Kate said the Town has a line item for Maintenance. Amy asked if some of Barry's work on the deferred maintenance in the front of the building can be billed to the Town. \$2,229 is left in that budget. Amy suggested use of \$1,500 so there will be money left over if needed. In the new Budget Year, Kate said she thinks the Town should cover. Per Kate's request, Carole said she would ask Barry to separate bills for the Library and those for the Town.

- School Student Concerns: Peg said the Town Hall volunteered to give a floor of the Town Hall to the School for students if needed, and as long as the School provides a monitor.

- Discussion was had about the number of children in the Library at one time, and about Librarians helping children. Re, Amy asked Julie to address the Board with updates if needed. Julie is updating the Library web page by adding a Resource Page for the School. Julie said also that Home Schooling Books were ordered.

The only place in the Library to hold quarantined books is in the Community Room. Amy commented she was glad for Julie's and Chris' flexibility re.

- 2021 Budget: Amy wants to make sure in putting the budget together, to be thoughtful about what is put into it, such as Programs in the Library and how to use the Community Room in 2021. The Town Budget is on a schedule and done in August and September. Peg said the Commissioners will call for a draft of the Library budget in September. Amy is to send out to Board Members a copy of the Town Library budget and it is to be addressed at the next Library Board Meeting. Kate said the Town Budget is about the same. Amy said she will get input from her, Chris and Julie. Fred added that Chris and Julie should be included in the Budget.

- New Director Search: Four applications were received. The Selection Committee is collating a lot of community responses, questions, and finalizing the job description. Applications are closing the end of the month. The interview process begins with a phone screen and then a panel interview by the Search Committee. and then an interview/meeting with the Board. Amy said to let her know if any Board member wishes to be in the Interview process.

Branch: Rose Werden, Librarian, is retiring. Amy e-mailed her resignation letter to Board Members. Rose wishes no fanfare re. However talk was had and suggestions made about celebrating her forty years of service. Amy suggested the next step is to form a Committee to determine what to do. Peg, Gail, Fred, Jeannie and Shirley wish to be on it. Amy said, and it was agreed, someone from the Walpole Library should be on the Committee also.

Re the present disposition of the Branch, Shirley stated Rose's comments about the two Subs there, declaring that Sally McGaffigan who has been Subbing for a long time is very capable and willing to man the Library along with Jo-Ann Gay, also a Sub, **after it is cleaned**. The Maintenance man who is to clean the Branch has not appeared to do so for months.

Operations: Julie is updating the Library website and is requesting feedback. She said there were 62 kids for the Summer Reading Program and that 40 adults participated. She said the Outside Program had was successful. Presently, she is putting together another program, called "A Fall Reading Challenge."

Chris said people are excited about getting into the Library, and that they are required to wear masks to enter. Also that Curb Side service is still going on. She said the Library Volunteers are eager to return. Amy said it was up to her and Julie to decide when they could.

Amy asked about Circulation and Visitor Statistics. Stats are entered on a spreadsheet. Amy asked that they be shared with the Board, and said that she will assist with the spreadsheet re.

Building & Grounds: Jeannie is still working on the Trees issue.

Friends: Their plants from the Plant Sale on the Library porch are still available.

They are collecting books for the Fall Book Sale now. Julie said there is a Library web program at present to scan barcodes of discards and donations. Susan asked where to deliver books. Julie said behind the Hungry Diner on Rt. 12.

With no further business, Gail moved, Amy seconded, all approved (8-0) to adjourn at 5:33 p.m.

Respectfully submitted,

Shirley Capron, Secy.