

## **Board of Trustees Meeting**

Walpole Town Library

Conducted on "Zoom"

November 10, 2020

**Present were:** Gail Lahaise, Amy Howard, Kate Nerrie, Jean Kobeski, Carole Cramer, Susan Johnson, Jeanne Ramey, Tim Lester, Peggy Pschirrer, Jane Malmberg, Shirley Capron.

The Meeting commenced at 4:30 p.m. with Amy welcoming Tim Lester to the Library Board.

**Approval of Minutes:** Amy moved, Gail seconded, all approved (9-0) the October Minutes.

**Treasurer's Report:** Kate had e-mailed her report for October. She said all looks good, and that there are only two months left and one-half of the budget was spent. Some of the money left is to be spent on new computers for Walpole and North Walpole. Kate said also that she would send a check to Allegra Pickering for her work at the Branch two years ago because she was not paid for it. Jeanne moved, Jean seconded, all approved (9-0) Kate's Report.

Re the Library's gift of Joe Beer's painting to former Board Chairman, Fred Ernst, Kate said Carole delivered it to Fred who was surprised and pleased. He sent a thank you note, in addition to calling Carole with thanks again.

**Approval of Bills:** Jane had e-mailed her report for October. She mentioned the business of obtaining a credit card for Library purchases. Jeanne moved, Gail seconded, all approved (9-0).

**Old Business:** Carole talked with Barry about the Computer Desk. He said it will be done for sure next week. There is \$4,400 in the Expansion Account and Carol said it will come close to that amount. There should be \$400 after the bill is paid.

Amy said she has to pick up the wood and paint it for the poster assembly. When completed, Barry can then hang it.

Amy noted 2020-2021 budget submissions. Sue said she would like to discuss a salary increase. This relates to extended hours work at the Branch. Jane has determined one that involves more hours and more money. She is to meet with the Selectmen re.

Jane e-mailed her Library Report for November that included Programming, Computers, North Walpole Branch and Staff Development.

**Branch:** Jane is making trips there two and three times a week and has cataloged 300 books that have to be processed. Julie and Chris are working extra hours to help. If possible, Jane said she hopes to open in mid-January. Jeanne said that issues about opening relating to COVID are still to be worked on. Tim said he would like to assist with the cataloging there. Amy mentioned the clause in the Library's "Policies of Government" that declares Trustees cannot work as staff. However in this case, similar to Trustees assisting temporarily with tasks during the Walpole Expansion project, there should be no problem re.

Tim said he is retired and has time and wants to be available. Jane expressed appreciation for his offer. Jeanne also expressed thanks to Tim for his joining the Board.

Jane said she is moving things around at the Branch, and would like to purchase a new rug. It will be discussed again this winter. Re, Aumands Furniture in North Walpole was suggested. Amy requested that the Board be kept up on any new business re the Branch.

**New Business:** All are in agreement about changes with Walpole Library Hours, to take effect when the Branch opens:

Closed evenings, 7:00 to 8:00 p.m.

Open Mon and Wed a.m. 10:00 to 7:00 p.m.

**Winter COVID Plan:** Presently there are more cases in Cheshire County and Walpole. How to proceed was questioned. Jane thinks we should do Contact Tracing. This would entail people signing into the Library and providing contact information. This would allow for us to contact any patrons if we knew about a fellow patron or staff that became sick. Also, opening the Branch is a concern because of the lack of room there.

Discussion ensued about remaining open because of the COVID increase. In response to the question about a State mandate, Peg said there isn't one at present.

**Operations:** Jane e-mailed her October Statistics Report. Her good news is that visits and check-outs are increasing. She said Facebook Story Time and Adult Facebook virtually will continue. Kate said that Story Walk is very popular and several board members expressed their pleasure re.

Amy said we are not meeting in December, and the January Board meeting requires a new Library budget. Peg said December 11 meeting concerns Library business and Jane should plan to attend. Kate and Jane to meet re.

**Technology:** Jane is working with Jeff Harrington re computers.

**Friends:** Money received for books donated at the Recycling Center by the Friends will go to the Library.

Amy said we should think about asking the Friends to put on a Tea again next year, adding that it is a nice event for the Community.

**Other Business:** Amy said as we do not meet in December and in the past, we did not meet in August. She said it would nice to celebrate at the Library when COVID is over. Jean added that it would be nice to have an Open House at the Branch when it opens.

With no further business, Amy wished everyone Happy Holidays until we meet again and moved, with Gail seconding, and all approving (9-0) we adjourn.

Faithfully submitted,

Shirley Capron, Secy.