

Board of Trustees Meeting  
Walpole Town Library  
Conducted via Zoom  
March 16, 2021

**Present:** Amy Howard, Kathy Nerrie, Jean Kobeski, Susan Johnson, Gail LaHaise, Tim Lester, Bill Ranauro, Jane Malmberg, Peggy Pschirrer  
**Absent:** Jeanne Ramey, Shirley Capron

The meeting was called to order at 4:35 p.m. with Amy doing a roll call of members. Amy welcomed the newest member of the Board, Bill Ranauro, who introduced himself to the Board.

**Approval of Minutes:** Jane stated that she attended the Public Budget Hearing rather than Select Board and Public Services Meetings as stated in the February minutes. With that correction Tim moved that the February 9 minutes be accepted. Kathy seconded, and all voted in favor by roll call.

There was a brief discussion about when the minutes should be sent to the Walpolean. It was explained that Shirley does the minutes a few days after the meeting, then sends them to Amy for editing. They then need to be sent to Town Hall within five days of the Board meeting for public posting. Susan suggested, and other trustees agreed, that they would like to read the minutes and make any additional edits before they are sent to the Walpolean. Amy agreed to send them to the Board as soon as she completes the first pass.

**Treasurer's Report:** Kathy reported that she received a check from the O. Hubbard account, which is more than usual, most likely due to the stock market. The amount will appear in next month's treasury report.

**Bills:** Kathy stated she occasionally has to pay bills before they are approved at the monthly Board meeting because of their due dates. The trustees decided to change the bills procedure. It will remain on the agenda for discussion each month, but a vote of approval will not be necessary. One exception is that Jane will need Board approval to spend \$1000 on a particular item besides books.

### **Old Business**

**Sick Leave Pool:** After a brief discussion of how the Town of Walpole and Fall Mountain School District handle their sick leave pools, the Board decided to create a sick leave pool policy for the library. Since sick days do not roll over, any sick days not used by staff by the end of the fiscal year will go into a sick leave bank for employees who need more than their yearly allotted sick days due to illness. This policy will be written into the personnel section of the library policies handbook.

**North Walpole Branch:** Peggy reported that the North Walpole Commissioners have issued a draft of a lease for the library. It is for one year; they want to monitor electricity usage for the year. They also agreed to pay for and install new outlets in the library.

Jane stated that books at the branch are almost finished. Now that the budget has been approved, staff can work a few extra hours to complete the work.

A rug, curtains, and inside signage will be needed in North Walpole. A new sign for outside the library posting new hours is also needed. The walls were recently painted but may need to be done again after outlets are installed. Amy offered to go over to North Walpole with Jane to look around and make a list of necessary furnishings, etc. Amy suggested buying the rug locally at Aumand's.

**Covid Update:** Jane has kept an eye on other local libraries, where restrictions and limited capacity are still in place. Tim asked what Governor Sununu's restrictions are and when we can stop quarantining books. Jane stated that our entire staff has not yet been vaccinated; she wants to wait till everyone is fully vaccinated before easing restrictions.

**Plaques:** Jeanne dropped off samples to Amy, who showed them at the meeting. A decision will be made soon.

### **New Business**

**Nancy Shepard Memorial Donations:** Final plans for memorial donations have not yet been made with the family. In the meantime, Kathy suggested we put the money in the general checking account so we can easily access it when a decision is made. Jane said she is sending thank-you's to those who have sent donations.

**Strategic Plan:** Amy stated she has created a preliminary schedule for discussion of strategic plans. She will send it to the trustees. Susan suggested discussing the plan in September after summer break but before budget season.

**Operations:** Jane reported that the Bake-Off was so successful (300+ people bakes/voted) we will do it again in May for cookies.

Jane is hoping to update the library website with Kelli's help. She wants it to list policies, have more storage, and have a more dynamic look. Amy offered to help with this project.

Caroline's book talk video was popular; 43 people viewed it, and 10 came in to the library to check out the recommended books.

Consolidated Communications will come Monday to hook up the town library; Jane will contact them at a later date for North Walpole.

Tim asked Jane if she found a key to the back door. She has not, so either the doorknob or the lock set will be replaced.

**Technology:** Six new computers have been installed and are working well at Bridge Memorial Library. North Walpole computers will be installed after the outlets are put in.

**Friends of the Library:** Jane will meet with the Friends at their annual meeting next week. She is compiling a modest wish list because they will not have as much money this year due to Covid.

Jane stated that Lynn Reed and Zoe Mitchell are working the book area at the Reuse Center.

**Buildings and Grounds:** Jane reported that the chimney was wrapped and the leak is no worse. This is a temporary solution so she said she would touch base with Barry in April.

Tim moved that we end the regular meeting and go into executive session; Gail seconded, and all voted to end the meeting at 5:40 p.m.

**The next meeting will be Tuesday, April 13, at 4:30 p.m.**

Respectfully submitted for Shirley Capron,

Jean Kobeski

Minutes are in draft form until approved by the Board of Trustees on April 13, 2021.