

Board of Trustees Meeting
Walpole Town Library
September 14, 2021

Present were: Amy Howard (Chair), Kathy Nerrie (Treasurer), Gail LaHaise, Jean Kobeski, Jeanne Ramey, Susan Johnson, Jane Malmberg (Library Director), Peggy Pschirrer (Selectboard Liason)

Absent: Bill Ranauro and Tim Lester

The meeting commenced at 4:33 p.m. in the library community room. This meeting was being recorded.

Amy announced that Shirley Capron has resigned from the board and her role as Secretary. Jean Kobeski volunteered to take over that role. Kathy Nerrie moved to accept Jean Kobeski as Secretary. Susan seconded, and all voted in favor.

Jeanne Ramey announced that she is resigning from the board because she is moving in two weeks to Massachusetts.

Approval of Minutes: Amy moved to accept the minutes of June 3, 2021; Gail seconded, and all approved the June minutes.

Treasurer's Report: Kathy stated that the fees for last month included \$486 received from the town to reimburse N. Walpole. Some of the fees, along with money from another check from the town received during the summer, will offset the miscellaneous category. Kathy said income is in good shape; we still have \$2700 from the A & W fund, which we will get. She does not know about the Library Trust because that amount is determined by interest accrued. We received a grant for \$3100 the other day, a figure not yet shown in the written report. Kathy said we will exceed our income budget for this year.

As far as expenses, miscellaneous includes things we bought for N. Walpole but were reimbursed. Also expenses last month included \$60 for new checks and \$58 for stamps for Kathy. Kathy noted that, even though the report shows we are over budget in landscaping, we really are not. Previous billing was late to arrive and was paid, but that does not affect our wanting to spend \$1,000 this year. Amy said a note will go out to vendors October 1 to get invoices in. Jeanne questioned what account will be used to pay for the tree that is coming. Kathy stated it will come from the D. Rising Account (designated for landscaping).

Bills: Jane distributed the sheet outlining bills. She called attention to the All Service bills; those are copier bills. Because the company lost a bookkeeper, they were far behind in billing. All of a sudden Jane received several bills, many from previous years. Jane called the company to discuss this and was told she could now expect 4 bills/year. Amy asked if there was some other monthly charge in addition to the number of copies. Jane stated that is the \$55 rental fee.

Jane stated they moved the old water cooler to N. Walpole and bought a new one for Walpole. A water cooler is needed in N. Walpole because the water there is not potable. Jeanne asked is one is really needed in Walpole. Jane said people do ask for water. A water cooler is the best option so patrons will not have to go into the kitchen area for a drink.

There were two donations. One was a check for \$20 and the other was a \$100 gift card to Spencer's. That was a gift from a couple from Manchester, who said they would not be coming here often enough to use it all. The \$20 was given as a donation by a patron who felt badly for having a number of long overdue books. Jane finally noted that the large expense for office supplies was to process the N. Walpole books.

Gail moved to accept the Treasurer's report, bills, and donations. Susan seconded, and all voted to approve.

2022 Budget: Jane created a preliminary budget. Kathy reminded Jane that the O. Hubbard and R. Hubbard Funds are run by the NH Charitable Fund and income is based on interest. Amy suggested being

conservative when budgeting for donations. Jane said she won't spend the budget this year on books for N. Walpole because circulation is down. A discussion followed on what could be done to increase library traffic in N. Walpole. Suggestions included:

- A grand reopening celebration
- Talk to Diane Harty about putting up signs promoting library programs.
- Advertise programs (such as coding with Julie Rios) in the school newspaper.

Jane said she would like to make the following changes to the budget:

1. Lower the budget for audio books on CD (low circulation).
2. Lower the DVD budget. More people are streaming now.
3. Possibly switch newspapers to digital, though that is expensive.
4. Increase office supply budget a little.
5. Lower budget for cleaning supplies.
6. Increase adult and children's programming budget to \$2,000.
7. Increase children's book budget to \$6,000.
8. Keep paying for Hoopla at least one more year due to steady usage.
9. Put money in the NH downloadables to buy some of our own copies of popular books.
10. Retain Newsbank because it gets good usage.
11. Look into Heritage Quest as an at-home alternative to Ancestry, which is not being used.
12. Purchase more museum passes (Money comes from the Friends).

Kathy stated she feels we should use surplus money from the various Hubbard Funds rather than go over budget. The O. Hubbard Fund has accumulated several thousand dollars, which can be used for children's misc., children's books, programs and supplies, and Junior Library Guild. Peggy added that this fund is not growing because of how it is invested. Kathy said we are not spending what we get yearly.

Jane said she would draw up another preliminary budget and send it to the trustees. She said she sent a copy of the town budget to Rich. Peggy said the selectboard went over every department's budget on Friday. She said the selectboard asked if there was a need for another full-time librarian. Jane stated the staff schedules are tight and there is often a scramble to fill hours. She said another full-time staff member, not necessarily a certified librarian, and perhaps another on-call person would be very helpful. Peggy asked her to write a proposal and present it to the selectboard.

Peggy asked that any major repair be reported to the town. Jane said the chimney will need major repair. It will probably need to be rebuilt. She has contacted Barry Bellows for an estimate. Amy suggested she call Melanson, the company that did the work. She will call Melanson and write up the report.

Amy asked Jane to send out a budget for board review and we would vote on it in October.

Old Business: As far as the proposed photography policy is concerned, Jane said they always announce at the beginning of a program that it will be filmed, giving participants the opportunity to opt out. It is a good idea to have a written policy.

Kathy stated she read all of the proposed policies Jane sent to the Trustees and had no changes to add. Kathy moved to approve the circulation, disruptive behavior, and photography policies as written. Gail seconded, and all voted to approve.

Jane stated she is not familiar with the Long Range Plan. Amy will send out copies to everyone, then we will discuss it in October.

New Business: Shirley and Jeanne are resigning from the Board of Trustees. The policy is that the Trustees send their recommendations of people to replace the resigning members to the Selectboard, and the new members would serve out the term of the person they are replacing. Shirley recommended a number of potential replacements. The Trustees agreed that at least one should be from N. Walpole. Amy stated she would work on a potential list to present at next month's meeting. Kathy suggested that, if anyone on the

board has a suggestion, email it to Amy.

AED: Jean's son attended the WFD Auxiliary meeting and asked about an AED for the library. The response seemed positive. Jeanne asked how to use one and Jane and Jean explained the machine talks you through the process when you use it. Perhaps someone from the fire department could give the staff a demonstration. Peggy reported that Brad told her yesterday the library was getting an AED. She said she would confirm that with Brad.

Operations: Jane reported she did her first weeding with the new Baker and Taylor System and already earned \$20.

Programming: There is a lot going on at the library in the next month. Guest speakers include Anders Morley, Alice Fogel, and Bill Ranauro. There will be a family mini pumpkin decorating activity during the first three weeks of October. The staff wants to renew the Saturday Book Club, and Lil DeCoste will offer a series of knitting classes. They will continue once/month crafts for adults, and Julie will offer coding classes for kids here and in N. Walpole.

Buildings and Grounds: Amy asked Jeanne what follow up we need to do when she leaves. She has been looking for choices of lighting and pricing for outside the library. Steve Grenier from Houghton has been her contact on that.

She said that Jennifer Burr reported deterioration under the ramp. Peggy said that has been reported to Brad. Jane looked at it with Brad, and he said it is something he could do for the cost of materials.

Jennifer is looking for a tree for the front yard. Before planting, Dig Safe will be contacted.

Jeanne recommended contacting Frank Hawkins of Westminster to do a new sign for the library.

Adjournment: Amy moved that the meeting be adjourned. Gail seconded, and all voted in favor. The meeting ended at 5:54 p.m.

Respectfully submitted,

Jean Kobeski, Recording Secretary.

***These minutes are in draft form until approved at the October 12, 2021 meeting.

