

**Walpole Town Library  
Board of Trustees Meeting  
September 20, 2022**

**Present:** Amy Howard (Chair), Kathy Nerrie (Treasurer), Susan Johnson, Bill Ranauro, Tim Lester, Sarah Mann, Erin Bowen, Jean Kobeski (Recording Secretary), Jane Malmberg (Library Director), Peggy Pschirrer (Selectboard Liaison)

**Absent:** Gail LaHaise

Amy called the meeting to order at 4:32 p.m. in the Community Room. The meeting was recorded.

**Approval of Minutes:** Peggy asked to amend the June 14 minutes re money held in a warrant. On page two, paragraph five, the answer to the question about warrant money not used should state that, *money not used by 12/31/22 may be encumbered for use in 2023. If not used in 2023, it will be lost.* With that amendment Tim moved to accept the June 14, 2022 minutes. Susan seconded, and all voted in favor of the motion.

**Treasurer's Report:** Kathy sent the Treasurer's report to the Board via email.

**Bills:** Kathy stated the \$1,000 technology bill was for Overdrive. She said that next month's report will reflect another bill from Jennifer Burr. The cost of the trees put us over budget, so Kathy asked Jennifer not to do any more planting, just maintenance.

Susan asked Jane to explain membership in the Nubanusit Co-op. Jane explained that New Hampshire libraries belong to regional co-ops, organizations of library directors that provide monthly opportunities to share ideas, discuss issues, network. She described it as staff development for directors. The cost is \$15.

**Budget:** Jane reported that we are doing fine with our expenses. There is money in our current budget to handle expenses for the rest of the year. Amy said the 2023 budget will be discussed at the October meeting.

**Approval of Treasurer's Report and Bills:** Amy moved to accept the Treasurer's Report and Bills. Kathy seconded, and all voted in favor. Motion carried.

**New Business**

**Programming Policy:** Jane sent a copy of the new Programming Policy to the Board via email. She said the reconsideration page is similar to that of the book policy; she tweaked it for programming.

Susan asked if there is a form for outsiders who wish to have a program in the library. Jane said there is not, though there is a form to reserve the meeting room. She said she would create one for programming. It would be similar to the meeting room form but would have a few more questions.

Amy asked for clarification of the statement saying the library could not be used solely for solicitation or partisan purposes. Amy said she understood that to mean, for example, political candidates speaking at the library. Jane replied that the library cannot sponsor a partisan group.

Any such group may use the library but must not state in publicity materials it is a library-sponsored program. Amy suggested amending the sentence to *the library-sponsored programs can not be used...* Jane also said non-library-sponsored programs must be open to anyone who wishes to attend.

Amy moved to approve the new Programming Policy. Sarah seconded the motion; all voted in favor. Motion carried.

**Holiday Schedule:** Jane said the staff now gets Christmas Eve and New Years Eve off, but they don't feel they need it. If the holidays fall on a weekday, perhaps the library can close at 5:00. Jane feels that we should observe Juneteenth; many libraries are taking that day because it is a federal holiday. Then the second day off for staff could be a floating holiday. Jane said the schedule would be the same this year but the new one would start in January. The Board agreed to the new holiday schedule.

**Volunteer Dinner:** The Board will once again host the Volunteer Dinner for volunteers and staff. Jane will check with Town Hall for a weeknight in early November. Kathy will contact the caterer who has provided meals in the past. Trustees will bring appetizers and desserts. The dinner subcommittee consists of Kathy, Jane, Bill, and Sarah.

#### **Operations:**

1. Library visits are increasing in N. Walpole.
2. A group of homeschooling mothers are meeting at the library after Wiggle Time. This group has been promoted in the Clarion and library newsletter, and via email.
3. A few people attended a caregiver support group this month, led by Judy Epstein. There will be another in October.
4. On the first Friday in October there will be a Tween and Teen program (11 yrs.+) featuring a collage artist from New York. Jane is sending information to schools and art teachers.
5. Later in October there will be a program by NH Funeral Resources.
6. The library will have a table of information at the River Valley Seniors at Home Welcome to Walpole Reception on October 1 and the Historical Society's Christmas in September.

#### **Buildings and Grounds**

**Door:** Tim received a text from Mark. The door should be ready in 2-3 weeks. He will go to Maine to pick it up then install it. He said it will probably be the second to third week of October. There was a question about the hardware. Jane said she would email Mark to ask what hardware will be used.

**Chimney:** Amy heard from Barry, who said that he has been very busy and will get a quote to us as soon as he can. Because we don't have a quote yet, it's unlikely the job can be done before winter. Amy said we should have the chimney rewrapped with plastic as best we can to prevent more leaks. Jane will contact Barry to do that.

**Sign:** Kathy and Jane presented an idea for a temporary fix for the sign in front of the library so it can be used to promote events. Kathy suggested painting it, after which laminated signs could be hung without having a glass enclosure.

#### **Other Business**

**Technology:** Jane would like to purchase three new Chromebooks. She thinks she can buy them for around \$1200. Amy moved that we approve up to \$1500 for the purchase of three new Chromebooks. Susan seconded. All voted in favor. Motion carried.

**Friends:** Jane said plans for the October 27, 28, 29 book sale are underway. Book sorting has gone very well and the last sorting will take place in mid-October. Help is needed to set up and break down the sale.

### **Old Business**

**Logo/Branding:** Sarah explained what the committee was looking for in a logo design. She showed slides of an unsolicited design sent to her recently, which the committee felt would represent our library well. Though the designer did not ask for compensation, the Trustees felt they could not accept and use the design without payment. They agreed to pay their original designer for the time he spent on the project.

Kathy moved to approve the subcommittee's recommendation and pay the new designer up to \$2000. Susan seconded the motion. There was a call for a hand vote and the results were: 4 to accept the new design, 2 abstentions, 1 absent. Sarah and Jean recused themselves from the voting. The motion carried.

**Adjournment:** Amy moved to adjourn the meeting. Tim seconded, and all voted in favor. The meeting was adjourned at 6:32 p.m.

**The next meeting will be October 11, 2022 at 4:30 p.m.**

Respectfully Submitted,

Jean Kobeski, Recording Secretary

\*\* These minutes are in draft form until approved at the October 11, 2022 meeting.