

**Walpole Town Library
Board of Trustees Meeting
November 8, 2022**

Present: Amy Howard (Chair), Kathy Nerrie (Treasurer), Gail LaHaise, Susan Johnson, Bill Ra-nauro, Sarah Mann, Erin Bowen, Jean Kobeski (Recording Secretary), Jane Malmberg (Library Director),

Absent: Tim Lester

Amy called the meeting to order at 4:30 p.m. in the library Community Room. This meeting was recorded.

Approval of Minutes: Jane made two corrections to the October 11 minutes. Under the budget, rather than stating she added \$3500 to Technology, it should read: *Jane talked about the cost of adding new Chromebooks*. Also under the budget, the fourth paragraph should read, *Jane stated the staff development budget will be mostly spent this year*. With these corrections, Gail moved to accept the October 11, 2022 minutes. Sarah seconded; all voted to approve the minutes.

Treasurer's Report: Kathy emailed a copy of the Treasurer's Report to the trustees prior to the meeting. Amy noticed that roughly one-third of this year's budget is still unspent but much of it will be spent before the end of the year. There is also more money in our accounts than there was in April, so the treasury looks good.

Bills: Jane noted that about \$1600 worth of adult books came in, as did the Donegan Systems bill (moveable shelves), which increased slightly to \$401.

Jane will be talking to the copier people because there have been a number of problems with our copier. It is 7-years-old, and Jane wants to talk to a representative about leasing options for replacement.

Amy moved to approve the Treasurer's Report and bills. Gail seconded, and all voted in favor; motion carried.

Old Business

Staff and Volunteer Appreciation Dinner: Kathy reported that the caterer is all set. She reviewed raffle items and the group discussed how and when to hold the raffle during the event. Set up will be at 9:00 Thursday morning. Amy, Susan, Kathy, and Bill volunteered to do the set-up. Whoever can stay after the dinner will do the clean-up: wash and dry dishes, put away tables, sweep the floors.

Logo/Branding: Sarah presented a slideshow of the finalized logo. She reviewed how the design was chosen and explained the choices of font style and colors.

A roll-out plan was discussed, beginning with a *Clarion* article in January to introduce the new logo. Amy suggested presenting the slideshow to the staff and volunteers before the logo is shown to the public.

Amy presented her research of promotional items including canvas bags, stickers, tattoos, and magnets. Jane said she would like to order magnetic full-color name tags for staff and volunteers. Erin suggested that Amy call Beeze Tees in Keene for tote bag pricing. Sarah asked for

the cost of full-color printing. Amy said she will do the research, then email these figures to the trustees.

New Business

2023 Budget: Jane distributed a draft of the 2023 library budget. She noted increases in advertising for the roll-out swag, technology for four new Chromebooks, and Children's Misc. for 2 new bookshelves. Amy asked if some Chromebooks could be purchased this year. Jane said they could, so she would look into that. If she buys Chromebooks this year, she won't need to increase the 2023 Technology budget. The library actually needs three bookshelves for the Children's Room, so the trustees okayed an increase that would accommodate this purchase. The final budget will be approved in January.

Jane submitted her figures for the town budget. When she gets a quote for the repair to the masonry on the north side of the chimney, she can request a warrant article.

Operations: Visits are up in North Walpole and check-outs have increased in both branches. The Saturday Book Club has been discontinued. The children's concert last Saturday was well-attended.

Jane described a virtual program/ discussion taking place on Wednesday, December 7, at 7:00 p.m. Our library is partnering with several other libraries from around the state for this program. Interested parties can contact Jane for the link. Jane also described a few programs for January that are being planned.

Jane reported that the conference she attended was very interesting. She cited one session about how to talk to the press about book banning. Sarah asked if Jane could share notes from this workshop; Jane said she can send a video of the presentation to trustees and share it with the staff, as well.

Jane and Julie plan to do a diversity audit of books in the library. They will start next year with children's books.

Buildings and Grounds: Barry is working on the quote for the chimney and he will be in touch about wrapping the chimney. The door is delayed because our contractor cannot reach the carpenter who is making the door. Jane is going to ask for a weekly update.

Friends of the Library: The book sale did quite well, bringing in more money than last year with fewer books.

Adjournment: With no further business to discuss, Gail moved to adjourn; Amy seconded. The meeting was adjourned at 5:41 p.m.

The next meeting will be January 10, 2023, at 4:30 p.m.

Respectfully Submitted,

Jean Kobeski, Recording Secretary

** These minutes are in draft form until approved at the January 10, 2023 meeting.