

## **Board of Trustees Meeting**

### **Walpole Town Library**

Conducted on "Zoom"

**May 12, 2020**

**Present were:** Gail Lahaise, Fred Ernst, Amy Howard, Kate Nerrie, Jean Kobeski, Carole Cramer, Susan Johnson, Peggy Pschirrer, Justine Rogers, Shirley Capron.

**Absent:** Jeanne Ramey, Rose Werden.

**Guests:** Bob Kimball & Tom Winmill, Trustees of the Trust Fund.

Amy opened the Meeting at 4:30 p.m. by thanking Bob and Tom for their presence. Prior to this meeting, she sent background information on the Trust Funds to Board members.

- Tom gave an overview of Trusts the Library has: Expendable and Non-Expendable Funds. In answer to Fred's question about what the strategy of investment is, i.e. bonds or equity, Tom said the Policy is relatively conservative and that he would send a copy of it to the Board. He said that quarterly reports were received from Cambridge, and that they would also be sent, adding that paper reports are sent to the Library. When they are received, Justine sends them to Kate. Kate said she wants to be prudent with the funds and not get into the Principal of the Trust. Both Amy and Fred offered to examine the reports with her. Amy asked if they could be sent electronically. Justine said she could put them into a Google folder for the Board to see.

- With no further business regarding, Bob and Tom departed from the Meeting.

**Approval of Minutes:** Gail moved, Carole seconded, all approved (8-0) with a correction in the April 14 Minutes. Gail moved, Kate seconded, all approved (8-0) a correction in the May 5 Minutes.

**Treasurer's Report:** Kate sent her Report for April to Board Members on-line. She said we are presently under budget and that money is coming in on time. \$9,000 from the Friends is expected to arrive. The expense line item is due from the purchase of a vacuum cleaner.

Amy said in terms of budget, Justine should think of cleaning supplies. Justine said that they were in good shape re now.

Fred moved, Gail seconded, all approved (8-0) the Treasurer's Report.

**Approval of Bills:** Justine sent her Bills Report for March & April to Board Members on-line. An addition needed is the Branch's bill for a backorder of books amounting to \$10.97. Carole moved, Kate seconded, all approved (8-0) payment of the bills. Amy asked if she should sign for the bills. Previously, they had been approved by Zoom. Amy said she could sign in an e-mail.

Justine suspended delivery of the Sunday "New York Times." She added that acquisition of magazines will begin again in July.

**Old Business:** Amy said nothing was done about Items remaining with the Renovation project but it will be addressed before the next Board meeting. Carole will get together with her re her list. Kate said she would like to close the Expendable Account re, or put it into a fund that will grow interest.

**New Business: Operations:** Justine sent her May Library Report to the Board on line.

Justine remarked about receipt of two e-mails complimenting the Library's communication to the public during this epidemic about what the Staff is doing. She said lots of ideas are still up in the air

re Summer Reading Programs, that all staff is staying busy, and that weekly Staff Meetings are had. Amy remarked how impressive the Library's programs are. Response is great for Julie and her programs: One of them is to be a Facebook Training.

Phase Two in June, includes Librarians only in the Stacks.  
The stacks in the Children's Room will be closed.

Justine said plans for the Library's July Phase will involve working with borrowers making appointments, and that borrowers will be allowed in the Burns Room. "Browsing at your own risk" will be had.

Talk ensued about wearing masks. Peg said that the Town Hall highly recommends that people wear them. (The Governor has not mandated that they do). Signs are posted outside the Town Hall re.

Answering the question about the Library bathroom and cleaning procedures for reopening, Justine said that the Library cannot be legally open with the bathroom closed. She will have a talk with Brad re. Peg added that the Town Hall has "touchless things" in their bathroom.

**Branch:** Amy asked if Walpole staff could support the Branch at this time, and if there is feedback to give it. Justine said she is to meet shortly with Rose re the Library's Phase Three at the Branch.

Justine is looking at a new tool, "Library Aware" that would replace three computer tools currently being used, and that would be integrated into the Library website. It costs \$750 for one year. There is a four-week free trial. Amy asked Justine to let us know when it is up on-line.

**Personnel:** Amy asked if Personnel is done on Policy. Jean and Gail replied that it was done.

**Technology:** Justine declared that the Library is in a holding pattern for the new computers.

**Friends:** Their Plant Sale is being conducted on the Library's porch and is to be there all spring and summer. The Friends are taking donations. Plants can be dropped off at Carol Malnati's or the Library. Plants left on the Porch should be labeled. Amy advised Kate, who gives plants annually, to talk with Carol re.

With no further business, Gail moved, Fred seconded, all approved (8-0) to adjourn about 5:30 p.m.

Respectfully submitted,

Shirley Capron, Secy.