

**Walpole Town Library
Board of Trustees Meeting
February 13, 2024**

Present: Kathy Nerrie (Treasurer), Gail LaHaise, Susan Johnson, Bill Ranauro, Sarah Mann, Erin Bowen, Jean Kobeski (Recording Secretary), Jane Malmberg (Library Director), Peggy Pschirrer (Selectboard Liaison)

Absent: Amy Howard, Tim Lester

Susan called the meeting to order at 4:00 p.m. in the Main Library Community Room. This meeting was recorded.

Approval of Minutes: Two dates in the January, 2024 minutes were incorrect. The public budget hearing is *February 8*, not January 8, as written. The next board meeting should have read *February 13*, not February 12. With these corrections, Gail made a motion to approve the January minutes; Bill seconded the motion, and all voted in favor. Motion carried.

Treasurer's Report: Kathy emailed the Treasurer's Report to the Board prior to the meeting for review. She pointed out that money for the new Children's Room bookshelves is available from existing accounts and will be paid upon receipt of the invoice.

Bills: Jane emailed the list of bills to the Board for review prior to the meeting. There were no questions so Gail moved to accept the Treasurer's Report and Bills. Kathy seconded and all voted in favor. Motion carried.

Old Business

Cabinets in the Community Room: Amy talked to Adam Vose about cabinetry for the Community Room, requesting the style discussed at last month's meeting. He gave her an estimate for the cabinets and installation, which she sent to the Trustees. Gail moved to accept Adam Vose's bid for cabinets and installation and Susan seconded the motion. All voted in favor. Motion carried.

Circulation Policy: Jane revamped the library's Circulation Policy and sent a copy to Board members prior to the meeting. It spells out the new cost of library cards to non-residents. Jane learned that Langdon gives money each year to Alstead to issue cards to Langdon residents (Langdon has no library of its own.), so it is not necessary for Walpole to continue issuing free cards to Langdon residents, as we have been doing. It was decided to grandfather current cardholders into the old policy and charge Langdon residents who want a Walpole card moving forward. Jane also stated a change in card renewal policy. From now on patrons will need to renew in person (with an exception for those who cannot physically come to the library). Susan moved to accept the updated Circulation Policy; Erin seconded, and all voted in favor. Motion carried.

Jane said she would email a new Policy Handbook to all the Trustees since so many policies have been updated. Peggy asked her to send one to Sarah Downing as well.

Shelves for the Children's Room: Jane reported that the shelves should ship on the 16th. Gail asked who will do the installation. Jane said the company shipping the shelves will install; she just has to work out a date with them. Current shelving will be shipped to North Walpole.

The shelves in North Walpole will be sent to the Reuse Center. Jane said we need to find someone with a truck to help transport the shelves. Sarah offered to do that. Sarah asked if children's programs would be moved to the Community Room during installation so they wouldn't have to be cancelled. Jane said they could do that or possibly have some of the work done on the weekend when the library is closed.

New Business

Library Substitutes: Jane asked for board approval to hire a new substitute for the library, and the board agreed .

Front Step Repair: Jane passed around John Willette's estimate for front step repairs. The estimate covers removal of broken concrete and repouring of new concrete. He said it would require the library to close for one day. Gail moved to accept John Willette's estimate; Erin seconded, and all voted in favor. Motion carried.

Antique Chairs in Community Room: Gail asked why the antique chairs (which display a sign requesting that patrons avoid sitting on them) are in the library if they can't be used. They were brought to the library from the Historical Society because they were once housed in the library. Jane will ask Christi Winmill if they can be returned to the Historical Society.

Operations: Jane sent the Operations Report to the Board prior to this meeting. Circulation and visitation are down slightly in North Walpole but have increased in the Main Library.

Mrs. Aube's class from North Walpole visited the North Walpole Library.

Buildings and Grounds: Jane ask Brad to remove the blank sign from the front yard of the library.

Friends of the Library: Jane said the Friends have designated someone to pick up checks more frequently.

Other Business: Gail recognized Peggy Pschirrer for serving as liaison to the library from the Selectboard. Today is her last meeting because she is stepping off the Selectboard. The Trustees thanked her for her long association with the library.

Adjournment: With no further business Gail moved to adjourn the meeting; Erin seconded. Susan adjourned the meeting at 4:31 p.m.

The next meeting will be on Tuesday, March 12, 2024 at 4:00 p.m. in the Main Library.

Respectfully Submitted,

Jean Kobeski, Recording Secretary

** These minutes are in draft form until approved at the March 12, 2024 meeting.