



Morrill Memorial Library

[www.norwoodlibrary.org](http://www.norwoodlibrary.org)

Charlotte L. Canelli, Library Director

**Library Board of Trustees**

Sarah Begg, Chair  
Marguerite Cummings  
John Hall  
Deborah Henry  
Susan Pipes  
Cashman Kerr Prince

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
Minutes – October 10, 2017

Trustees: Sarah Begg, Chair; Marguerite Cummings; John Hall;  
Deborah Henry; Susan Pipes; Cashman Kerr Prince, Vice Chair  
Director: Charlotte Canelli  
Staff representatives present: Kate Tigue  
Recording Secretary: Patty Bailey (Substitute)  
\* Denotes absence

Ms. Begg called the meeting to order at 7:30 p.m.

**MINUTES**

A motion was made/seconded (Prince/Cummings) to approve the Consent Agenda items, including the September 12, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report.

All voted to approve the minutes after a few minor edits, pointed out by Mr. Hall, are made.

**FINANCIAL**

**REPORT: FY17**

Budget Final; FY17  
Special Funds Report;  
Current FY 18  
Revolving Fund  
Status

The most recent budget for FY 2018 shows 25% of the municipally-appropriated library budget has been spent.

As of 10/1/2017 the Revolving Fund has a balance of 7370.10. Passport appointments are beginning to increase and should add up quickly with the travel season fast approaching. Special Funds report shows a balance of 249,077.00 in all Special Funds.

**DIRECTOR'S**

**REPORT: Director's**  
Advocacy/Marketing  
Report; Facilities  
Update; Technology  
Report; Departmental  
Reports; Staff Book  
Disc.; News Releases

We continue to wait for funding to allow the 2 front HVAC units to be replaced. We have received an estimate from Air Temps for \$19,200.00, Ken Beck inspected the units and submitted an estimate between 40,000-50,000 dollars. Mr. Prince questioned the variance in estimates. According to municipal law, any project over 10,000.00 needs to go out to bid by the Purchasing Department. The higher estimate is the figure that will be used at Special Town Meeting in order to allocate the funds.

**WARRANT**

The warrant was presented by Ms. Begg and signed by all trustees.

**CORRESPONDENCE**

There was none.

**OLD BUSINESS**

Update on Capital  
Projects / Carpeting

The carpeting bills have been paid.

Windows in Cushing  
Reading Room

Mid-Massachusetts Renovating, Inc. will be replacing the five windows in the near future.

Eyewear

According to Mr. Wachterhauser, Town Counsel, staff members in the union would be in compliance to submit reimbursement for prescriptive sunglasses.

An additional \$3800.00 will be needed to install additional security cameras. While the funding source for this could be the Cushing Fund (a capital funds account), Ms. Canelli will use existing building maintenance funds. A dusk to dawn light at the staff door in the back of the building will cost approximately \$1200.00 which could will be paid from existing building maintenance funds. We will reassess new expenditures when those funds have been depleted.

Noise in the  
Library/Teen  
Behavior

Jean Todesca, Head Children's Librarian, has asked for the assistance of other staff members to help with the issue of teen behavior. Members of the Norwood Police Department have been coming in most afternoons to check on things. Kate Tigue, Assistant Children's Librarian, whom was in attendance at this meeting stated that the fact these teens travel to all floors of the library cause it to be a challenge to curb the behaviors. Another issue is some of them are eating food in the stacks on the second floor and on the mezzanine level and making a mess. Custodians are aware of these issues and are also keeping an eye out for any problems. This issue is a public library problem, not just an issue in Norwood.

**REPORTS**

Personnel Report

Diane Phillips, Technical Services Department Head, has given her notice as of today. November 3, 2017 will be her last day, Ms. Canelli has already gotten the approval from Human Resources to post her job. Diane will be going to work in a private law firm's library in Boston. The staff are sorry to see her leave, she has been such an excellent addition to the staff. The Technical Services Department Head position will be posted to the town as well and MBLC websites.

Friends of the Library

The next meeting of the Friends is scheduled for October 26, 2017. Special guest Carter Alan, DJ and music director at WZLX, will discuss his rock and roll work on the radio station as well as discuss his new book "The Decibel Diaries". The book sale will be held October 20-22, 2017. Mr. Hall offered his assistance at the books sale, Inserts for the friends membership drive will go out in the December electric bills. Ms. Henry also noted her approval of the book sale cart located outside of the copy machine room on the first

floor. Having something more visible does bring attention and helps to add to the coffers of the friends' fund scheduled for December.

Programming

Turn the Page Book Group will hold its first meeting on Wednesday, November 15, 2017 at 10:00 am and 7:00 pm. Nancy Ling and Alli Palmgren will be leading the discussion of the book "The Wright Brothers" by David McCullough. Charlotte Canelli and Patty Bailey will lead the second meeting on Wednesday, December 20, 2017 at 10:00 am and 7:00 pm, their book choice is "Still Life" by Louise Penny.

**NEW BUSINESS**

Town Meeting  
Update

Special Town Meeting, beginning on Monday, November 6, 2017 will have the request for the HVAC units. There will not be a need for the salaries issue to go forward. With some staffing changes ahead, the extra money will not be needed for the budget.

**SEARCH  
WARRANTS  
MISCELLANEOUS  
ADVISORIES**

There were no Search Warrants.

There were no Miscellaneous Advisories.

**The next meeting is scheduled for November 14, 2017, at 7:30 p.m.**

**STAFF/PUBLIC REMARKS**

Ms. Tigie indicated a patron of Russian descent had approached her and offered to begin a Russian story time in the Children's Department. She indicated there was a fairly sizable number of Russian residents in the community. Ms. Tigie will work with her to launch this program, which will tie in with our foreign language grant. Ms. Bailey indicated her excitement for the new book group beginning in November. She will assist Margo with her farewell event.

**TRUSTEES' REMARKS**

Ms. Begg, Ms. Cummings, Mr. Hall, Ms. Henry, Mr. Prince, and Ms. Pipes gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from Ms. Canelli, can be found attached with titles, authors, book covers and links to the library catalog.

At 8:29 p.m., a motion was made/seconded (Prince/Pipes) and approved unanimously to conclude the public meeting. All left the room as there was no Executive Session to follow.

Respectfully submitted,



Patty Bailey  
Recording Secretary (Substitute)