



Morrill Memorial Library

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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 - September 12, 2017

Trustees: Sarah Begg, Chair; Marguerite Cummings; John Hall;
Deborah Henry; Susan Pipes; Cashman Kerr Prince, Vice Chair
Director: Charlotte Canelli
Staff representatives present: Nicole Dana
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Ms. Begg called the meeting to order at 7:34 p.m.

MINUTES

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items, including the June 13, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report.

Ms. Canelli said that the departmental reports are full of excitement and detail from summer events. Mr. Prince asked if the Summer Reading (beads incentive) project was satisfactory and Ms. Canelli enthusiastically shared that it was. Ms. Begg said that patrons could sign up for the program from any location, but would have to come to the Library to get the beads. There was an exchange system based on how many minutes were read and readers could trade their beads up. There were over 600 participants and the program was well received by parents, particularly as it was less stressful on families than the previous year, because patrons tracked minutes read instead of number of books read. The program provided an incentive to read every day.

The Knights of Pythias auctioned off six gender-specific bikes and helmets to children in the kindergarten to third grade range as part of the Summer Reading program. A program awarding the bikes to the raffle winners was held in September.

NASA gave the Library 100 viewing eyewear for the eclipse and the Library purchased additional glasses, but, due to demand, the Library ran out of glasses within five minutes of opening when the last shipment of glasses arrived.

All voted to approve the minutes.

FINANCIAL

Ms. Canelli noted there is \$5,000 in the Snow and Ice budget line. The

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

Salaries budget is being stretched and staff has been notified that there cannot be a substitute for every single hour a person is out. Another week of vacation for employees is causing an issue for coverage. Mr. Cooper and FinCom are aware of the \$5,000 allocated for eyewear and the \$5,000 salary increase for the director. A special Town Meeting is scheduled to begin November 6.

When reviewing the entire Special Funds Report for the years 2009-2018, Ms. Canelli noted that the spending out of these funds has slowed down. . She would like the Endowment and Cushing fund to increase (with interest paid) and everyone will try to limit spending from these sources.

The Revolving Fund might reach \$36,000 this year. All money from this fund can be spent on books, supplies, programming and other costs of service.

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

The Director's Report is full of activity. Computers will be replaced with continued funding of \$12,000 in the Library Technology line item. The self-check is being sent back for repairs and we hope we don't have to purchase a new one – the other is still under warranty. Ms. Palmgren is managing the money spent on Technology very well.

WARRANT

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

CORRESPONDENCE

Funding for the MBLC LSTA Grant Award, in the amount of \$10,000, starts October 1, 2017 and a check will be received soon after.

A Side Letter Agreement, dated July 17, 2017, between the Board and the union was distributed. It addressed an oversight in the vacation benefit for all categories of employees.

Ms. Palmgren received a commendation from patrons. It will be placed in her file. Margot Sullivan, part-time reference librarian, was commended, as well for her years of work with the First Thursday Book Discussion group.

Ms. Canelli received a letter inviting town meeting members to a general manager search public forum. Mr. Hall will attend. Ms. Canelli met with Bernie Lynch, the professional search consultant. All Town department heads were invited individually to meet with the consultant.

OLD BUSINESS

Update on Capital
Carpeting

The wrong colorway of the carpet was installed in the Children's room. It was supposed to be dark gray, but light gray carpet was laid down, instead.

Ms. Canelli did not know the wrong carpet color had been ordered. Mr. Croak is concerned that light gray carpet in this area will get terribly dirty. There was a verbal agreement to try a change order, in order to have a permanent fix. There were mistakes made in the Simoni Room and in the DVD/Audio area as well, including glue on the carpet that has now been cleaned adequately. There was no regular supervision from the company on site during installation. The meeting with the company representative was explosive. He accused Mr. Croak of making racial comments to a supervisor, which was not the case. Ms. Carney attended the meeting and accusation. Mr. Croak and Ms. Canelli are disappointed in the quality of workmanship and both bemoan the fact that the lowest bidder had to be chosen.

Ms. Canelli stated that when it comes time to replace the Air Conditioning system, it will be prudent to ask for a practical amount, knowing that there are likely cost overruns and mistakes that will need to be fixed. It can be detrimental to be too fiscally conservative. The air conditioning needs to be redone in totality and the Library needs a bid that will work and allow a reputable company to do the work.

Windows in Cushing
Reading Room

There is \$4,100 left in the capital expenditure account and there are five windows left to do. These are larger than the ones that were replaced in the Director's office last year. Mid-Massachusetts Renovating, Inc. is a great company to work with and, because the \$8,500 estimate is under \$10,000, it doesn't have to be put out to bid. The Library will receive its first installment of State Aid in December, roughly \$17,000, and this fund or the Cushing Fund could support this expense, although it would be best to leave the Cushing Fund alone, if possible. A motion was made/seconded (Hall/Pipes) to allocate up to \$5,000 from State Aid to complete the window project. All voted in favor.

Library Furniture

A patron left a comment in the suggestion box, saying that the library furniture in the library was in deplorable condition and needed to be replaced. Ms. Canelli has looked into costs of reupholstering these 17-year-old chairs, which have much wear and tear, and estimates are roughly \$1,000 per chair. Do some local trade schools like Blue Hills Regional Technical School or Southeastern Regional High School offer training in upholstery? If new furniture was purchased, would the quality be such that the chairs could withstand 17 years' worth of use? People use them every day. Ms. Canelli will investigate to see if there are economic options to reupholster or whether it would simply be best to replace the furniture.

Noise in the
Library/Teen
Behavior

Ms. Canelli reported that it was a busy summer, but there were not a lot of issues with teens or noise. Morrill Memorial Library is quiet compared to some other libraries in the area. The employment center closed at the Savage Center and so there is pressure to have available space at the Library in order to conduct interviews.

REPORTS

- Personnel Report** Margot is leaving and she had organized two farewell gatherings in the Simoni Room on Thursday, October 5, one at 10AM and another at 7PM, when all books that she has read will be displayed. Refreshments will be available. She will return in January to conduct Fireside Reads (paid for by the Friends of the Library) but it is not known if this will continue after this year. She has been compensated by the Friends \$200 per month to lead a book group and to conduct Fireside and Beach Reads since 2008. Ms. Begg, Mr. Prince, Ms. Cummings, and Mr. Hall will try to attend the morning session, and Ms. Pipes and Ms. Henry will try to attend the evening session, in order to pay tribute to her for her 31 years of book discussion group service to the Library.
- Friends of the Library** The next meeting of the Friends is scheduled for September 28, 2017. The book sale will be held October 20-22, 2017. Fifteen people joined the Friends at Norwood Day and a membership drive is scheduled for December. A post card will be distributed showcasing upcoming events. Carter Alan, DJ and music director at WZLX, will discuss his rock and roll work on October 26, 2017.
- Programming** There have been seven librarians involved with recording the NPA-TV show in the past but Ms. Canelli will no longer introduce the monthly show but will do one-off shows instead as the format has changed. We hope that Jeff will now participate. Margot will be leaving the show.
- State Reports** ARIS and State Aid Applications were submitted in August, both earlier than the state deadlines.
- ## NEW BUSINESS
- Air Temperature Systems Estimate** There are issues with the HVAC units on the Walpole front roofs of the building, which need to be replaced. It is estimated to be about \$20,000. It has been almost 20 years since they have been installed and they may need to hold on for a couple more months. Ms. Canelli will alert the Town and ask for immediate assistance.
- Eyewear** There is a question as to whether prescription sunglasses are covered in the contract or not. Facilities workers, Police, and DPW workers do not have this benefit covered. Ms. Canelli strongly feels that library staff should be reimbursed for prescriptive eyewear and believes that it was discussed in negotiations; Mr. Prince and Ms. Henry agree. Ms. Palmgren and Ms. Gotovich spoke to the other unions' steward, and they were told this was not a reimbursable expense. So far, no library staff has submitted a reimbursement request for sunglasses. The intent of the Board is that prescription eyewear is needed for work, and includes eyewear that is needed to travel for work-related meetings. The prescriptive eyewear benefit is paid up to a \$250 annual cap. Ms. Canelli will contact Mr. Wachterhauser, Town Counsel, to advise that the Library wishes to honor

the intent of the contract. Ms. Canelli will provide an update at the October meeting.

**Additional Security
Cameras**

An iPad was stolen in September by a resident from the Home for Little Wanderers in Walpole. It was returned that evening by one of the supervisors of the home. Ms. Canelli reported the incident to police, but did not press charges against the 17-year-old boy. The security cameras do not capture all areas of the area opposite the circulation desk. Two additional cameras are needed in that area and one is also needed at the ramp to the second floor. Mr. Croak is looking into a quote for the cost.

**SEARCH
WARRANTS
MISCELLANEOUS
ADVISORIES**

There were no Search Warrants.

Outside of the discussion of the security cameras, there were no additional miscellaneous advisories.

The next meeting is scheduled for October 10, 2017, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Chandler-Nelson has a conflict with the October 10 meeting. Ms. Bailey will attend the meeting and will prepare the minutes.

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. Dana and Ms. Canelli, can be found attached with titles, authors, book covers and links to the library catalog.

At 9:02 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,



Amy B. Chandler-Nelson
Recording Secretary