

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes March 21, 2017

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

Ms. Pipes called the meeting to order at 7:31 p.m.

MINUTES

A motion was made/seconded (Prince/Hall) to approve the Consent Agenda items, including the February 14, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report. Ms. Pipes asked what the situation was in regard to the handicap parking matter in the Facilities report. Currently, the Library is not compliant with disability code in the parking lot, due to the slope of the lot. The lot is also half owned by the next door neighbor. Several months ago, a woman, who recently had back surgery, registered a complaint, because, due to the slope of the parking lot, her car door closed on her as she was trying to get out of it. Mr. Croak has been in touch with Mr. Chubet about the matter and Town Engineering has been studying it. Regrading the lot will be complicated. It is a problem that has been ignored for a number of years. While it was graded in the late 1980s or early 1990s, the parking lot remained the same after the Library renovation.

Mr. Prince asked if there was a possibility to expand the coding programs for children that will be offered on March 18, as it seems to be a popular program. If it were to involve another person and resources, it would cost money, but Ms. Canelli will pass the suggestion on to the children's department for summer programming.

Ms. Begg and Mr. Prince had some minor corrections to the minutes, which were noted and corrected. All voted to approve the minutes, as discussed. *N.B.* Ms. Canelli circulated a corrected version after the meeting was held.

WARRANT

The warrant was presented by Ms. Pipes and signed by all trustees. Most of the invoices had already been paid, because the storm delay prevented the trustees from signing the warrant earlier. The meeting was moved from March 14, 2017 to March 21, 2017.

CORRESPONDENCE

Ms. Bailey sent a thank-you note to the Board for her reimbursement request that was voted on and approved in February. She is most appreciative of the action.

The Personnel Board sent an updated family medical-leave policy; a travel and expense reimbursement policy; and a personnel records policy.

The Minuteman Library Commissioners Board sent over 3,000 Valentine's Day cards to the State House, which were distributed throughout the building. The intent was to enjoy the holiday and to help keep the libraries on the politicians' minds.

Student Government Day was postponed, due to the snow storm and will be held on April 4.

FINANCIAL REPORT

Current FY17 Budget Status This was approved in Consent Agenda.
FY17 Special Funds Report This was approved in Consent Agenda.

DIRECTOR'S REPORT

Director's Advocacy/Marketing Report This was approved in Consent Agenda.
Facilities Report: This was approved in Consent Agenda.
Technology Report: This was approved in Consent Agenda.
Departmental Reports: This was approved in Consent Agenda.
News Releases This was approved in Consent Agenda.
Personnel Report: Ms. Gotovich will be out for two weeks, due to eye surgery. Mr. Cirillo will also be out for several weeks, and his work will be covered by part-time help. The staff has been informed that there may not be custodians available for a time in the afternoon.
Programming The Friends of the Library allow the use of their bulk mailing permit to the Library. Norwood 101 is an informational program scheduled for April 24, from 6:00 p.m. to 8:00 p.m. An invitation will be sent to new residents, informing them of the event. Various town departments and community organizations will be present. Capacity is 150, so it will be advertised to others if there are not too many reservations received beforehand. Ms. Bailey has been sending out letters and is handling commitments. It is anticipated that this will be an annual event to be held in the spring, so as not to compete with Norwood Day.

Mr. Hall mentioned that the League of Women Voters is holding Town Meeting 101 and he was concerned about any confusion. Ms. Canelli thought it would be a different audience, as the Norwood 101 event is for those citizens who are brand new to the town. This will be a good public forum for Trustees to attend, and they were invited to do so. Refreshments will be served in the Simoni Room. This event has been in the works for about six

months.

Friends of the
Library

A meeting has been scheduled for March 23, 2017. It is hoped that there will be a robust group present to approve the budget. The book sale will be held May 5 through May 7, 2017. A post-card mailing is going out soon.

Search Warrants

There were no Search Warrants.

Miscellaneous
Advisories/Library
Materials Challenge

There has been some theft of magazines and the Boston Globe. This has been occurring for quite some time. It is a common occurrence for libraries, in general. There are also 10-15 missing DVDs and CDs. The cases were found, but the contents are missing. There seems to be no pattern to the theft. It was determined that it is not practical to keep the discs behind the counter, due to the size of the collection.

OLD BUSINESS

Noise in the
Library/Teen
Behavior

There was a complaint on March 11, concerning noise in the Library. A patron was sitting in the atrium and was disturbed, because children were crying. The patron was guided to the reading room, but the person was upset and said they would not return to this branch. The patron was informed that Saturday is typically a very busy family time.

Update on Capital
Carpet Project

One bid was received that was less than the accepted maximum of \$111,000. Several others were received, as high as \$230,000 for the carpeting project. There is concern about the amount of items that have to be moved. The Library will rent a 30 foot modular unit, which will be situated near the handicapped parking area. It will be used to store furniture and some other items, while computers will remain in the building on stationary desks. Custodians will be assisting from six or seven o'clock in the morning until ten o'clock at night. There is a penalty that the company doing the work will incur if the project is not completed within seven days. Library staff will plan to work on Monday and then will participate in staff development events off-site, while Mr. Croak and Mr. Cirillo and a part-time custodian will assist during the flooring work. The Library will be closed while the carpet is installed and will open the following Tuesday. It is possible that the third floor will not open at that time, however.

There was discussion about moving the grandfather clock during the carpet installation. The clock will probably be moved into the bathroom or into Ms. Canelli's office on a temporary basis. Mr. Prince knows a clock repairman, should one be needed. Mr. Hall suggested the pendulum and weights be moved away from the wood during the move, which is planned. The exact age of the clock is unknown, and it was given to the library in 1925 by a family who had it in their home.

Director's
Evaluation and

A motion was made/seconded (Prince/Henry) to move discussion of a sensitive personnel topic regarding the Director's pending contract renewal

Contract into Executive Session. All voted in favor.

FY 18 Budget Update The budget was sent to selectman on March 21, 2017. Ms. Canelli has not heard of any cuts to it. Included in the budget is the Cost of Living Increase for staff, which will be presented in Article 1. There was no other discussion regarding the FY 18 budget.

NEW BUSINESS

MML Collection Development Policy The Morrill Memorial Library Collection Development Policy needs to be updated. Mr. Prince asked if there has been any update to the Freedom to Read policy, as it seems to be over 20 years old. Ms. Canelli was not aware of any update to it. *N.B. Ms. Canelli followed up the next day and there have been changes to this since 1996 and 2007.*

The next meeting is scheduled for April 11, 2017, at 7:30 p.m.

STAFF/PUBLIC REMARKS

A nice, complimentary letter was posted to the Facebook group complimenting new part-time substitute reference librarian Lisa Francine. Lisa wants to break into the public library field and is happy to be working in a public library.

TRUSTEES' REMARKS

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

Ms. Pipes presented Ms. Hines with a gift from the Board and Library Staff and thanked her for her service. Tonight was the last night that Ms. Hines would be present before elections, and she did not run for re-election. Ms. Hines thanked the Trustees for the mirror, which had an image of the Library on it, and she said it was a bittersweet time. She has enjoyed her time supporting the work of the Library.

At 8:30 p.m., a motion was made/seconded (Prince/Begg) and approved unanimously by roll-call vote to conclude the public meeting, which will re-open after Executive Session. Ms. Canelli and Ms. DeGrazio left the room at 8:30 and Executive Session followed.

At 8:45 p.m. Ms. Pipes called the meeting to order and the public meeting resumed. Ms. Canelli entered the room.

Mr. Prince and Ms. Henry met with Ms. Pizzi earlier in the month. Ms. Pizzi completed the study of the market rate adjustment to the library director's salary. The town policy is that the benchmark for all town salaries should be in the 75th percentile relative to the group of comparable towns. That group is chosen by the Personnel Board; in this instance, the salary study also compared Norwood salary against a list of comparable Minuteman and adjacent towns, with substantially similar results for the salary figures. It is a goal to have the Director's salary in the 75th percentile in six years' time. There are three possible scenarios to achieve that goal, and the Board agreed with the option that was more aggressive, but would bring the salary to the range in three years' time. There will be a \$5,000

base salary wage adjustment in each of the next three years. This was chosen to avoid having to redo the salary survey.

The budget is set this year and Ms. Canelli thought this increase will have to come from the personnel line item. Ms. Pizzi thought that it could get rolled into the adjustment the same way any union adjustments are made, as it is a contractual arrangement. Mr. Prince will meet with Ms. Pizzi to confirm that it is not too late to add to Article 1. Ms. Canelli stated that there is always a slight cushion every year in the salary line, due to different rates of pay between those who retire and who are hired as replacements, because replacements start at a lower salary.

Ms. Canelli was very surprised at the terms and thanked the board for their generosity. She feels very good about this salary adjustment as she will retire in 2022 and the library will need to be competitive when searching for a new director. Currently, she is in a fiscal year contract, and then will be a 3 ½ year contract. Mr. Bresnahan said there is no need for a side letter or a stop gap contract. Ms. Canelli looks forward to the new look her office will have, with a smaller desk and a larger area for seating. Ms. Hines made a motion to adjourn, and it was seconded by Mr. Hall. All voted unanimously at 8:55 p.m. to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script, reading "Amy B. Chandler-Nelson", written in black ink on a light-colored background.

Amy B. Chandler-Nelson
Recording Secretary