

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes of December 13, 2011

**PRESENT** Stuart Plumer, Chair; Patricia Fanning, Vice Chair; Sarah Begg, Susan Pipes, Patricia Hines - Trustees; Cashman Kerr Prince - Trustee, absent. Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representatives present: Harriet Simons, Bonnie Wyler

**MINUTES** A motion was made/seconded (Fanning/Begg) and unanimously voted to approve the minutes of the November 8, 2011 regular and executive session meetings.

**WARRANT** The warrant was presented and signed by all trustees present.

**CORRESPONDENCE**

Mr. Plumer stated he received a letter from Bonnie Wyler thanking the Board for the new Outreach office. He circulated a copy of the town's new policies regarding employment and professional conduct. The Board asked Ms. Canelli to inform town departments and officials of the correct spelling of Plumer and Canelli. He also stated a letter was received with a \$5,000 donation from the Simoni Foundation to the literacy program. Mr. Plumer wrote a thank you note to Mrs. Simoni and submitted a copy of that letter to the director.

Ms. Canelli shared recommendations received in the library's suggestion box. A letter was received from Rolando Mercado praising librarians Marie Lydon and Michele Degrazio for reference assistance. A letter was also received from Karen Thornton regarding her Kindle reader and assistance she received from our staff, in particular Patricia Bailey.

At this time, Mr. Plumer welcomed James Croak, Senior Custodian, who reviewed three items of concern. He summarized the water leakage in the building by the front entrance and windows causing severe damage to areas as well as second and third floor areas and outside damage. He received a proposal to reseal the glass, seal windows in the front, seal the area above the windows and cornice area. It is expected these can be done within one day. However, there is no guarantee this will stop the leakage. Discussion followed. The second issue is the front outside stairs area, and he listed the areas needing to be corrected. He received a quote from Mid Mass Restoration Co. This work needs to be done in the spring, not the winter. The third issue is the replacement of the rug in the staff kitchen. The Board agrees that the floor should be replaced with high quality laminate flooring versus carpeting at a cost of approximately \$2,000. He stated there are also other areas of concern on which he is working. He was thanked for his presentation and left the meeting at 7:50 p.m.

**FINANCIAL REPORT**

**Current** The Current Status Budget FY12 dated December 2011 was reviewed by Ms. Canelli  
**FY12 Budget** and discussion followed regarding utilities.  
**Status**

**FINANCIAL REPORT (continued)**

Special Funds Ms. Canelli reviewed the Special Funds Report dated December 2011. Interest with the Cushing Fund has consistently increased. Following discussion, Ms. Canelli will revise the Special Funds report to correct an error in the reporting of Library Endowment Fund credits in FY11.

FY13 Budget The budget was submitted to the town. Mr. Plumer summarized some of next year's anticipated cost of living increases and discussion followed.

**OLD BUSINESS**

Capital Projects:

. Boiler Ms. Canelli reported she received a copy of a letter from John Carroll to Enterprise Equipment Company stating they have been awarded the bid for the boilers. The installations will begin as soon as the heat is shut down with completion prior to July 1, 2012.

. Staff Assoc. Contract Negotiations FY12 A Staff Association/Board negotiation session has been scheduled for Wednesday, January 4, 2012 at 9:30 am.

. State Aid Waiver Ms. Canelli summarized the email she received from Dianne Carty, State Aid Special Massachusetts Board of Library Commissions and forwarded today to the trustees. Four towns had disproportionate cuts and will be heard in front of the MBLC in January. Norwood is one of over 120 towns that have requested waivers without disproportionate cuts to their budgets who are expected to be awarded waivers at the February MBLC meeting.

**NEW BUSINESS**

Repair and Maintenance Projects 2012:

. Leaks/Windows Mr. Croak's report (see above) was reviewed and discussed. It was agreed that the work on the front windows must be done immediately, and the work will be awarded to Mid Mass Restoration Co. A motion was made/seconded (Fanning/Begg) and unanimously voted that the work be done by Mid Mass Restoration Co. at a cost of \$1,500 to be paid from the Cushing Fund with the stipulation we will pay only when the work is completed.

. Masonry & Front Door Repair Mr. Croak's report was reviewed. It was agreed this work does not have to be done until the spring. A second bid is requested. We also need to know when the prior work was done. It was agreed to table this until Mr. Croak has more information. This item will be on the January agenda.

. Carpet in Staff Room Mr. Croak's report was reviewed. A second bid is requested. This item will be on the January agenda.

**NEW BUSINESS - continued**

**Patron Complaints About Noise in the Library:**

Ms. Canelli summarized and reviewed her Nov. 30, 2011 letter to Gail Howell regarding Ms. Howell's complaint of excessive noise in the library. We have also received other complaints regarding noise. Mr. Croak has hired an additional custodian to come in around 2:30 p.m. to keep a presence to help lower noise caused by all ages of young, older children and teens. Ms. Howell was given the option of moving from the area to the Cushing Reading Room or other areas in the library which are more quiet; however, she prefers the area in the study carrels above the circulation desk. Staff are being proactive with this concern. We have larger groups of children than in past years visiting the library. Our Long Range Plan, FY11-FY15 requires that we consider space requirements as library use changes. Following discussion, it was agreed Ms. Canelli will speak with staff and trustees regarding locating a space. This item will be on January's agenda.

**DIRECTOR'S REPORT**

**Circulation Statistics** The Library Statistics 2011 Report dated December 8, 2011 was reviewed.

**Advocacy/ Marketing Report** Ms. Canelli reviewed the report dated December 13, 2011.

**Facilities Update** The two-page report dated 11/28/2011 by James Croak was reviewed and discussed.

**Departmental Reports** The seven-page report dated December 7, 2011 was reviewed.

**News Releases** Press releases and media articles were reviewed.

**Personnel** T. Cirillo, Jr. Custodian, has documentation from his physician that states he will be out of work following his surgery until around February 29. We will use our part-time custodians during this time. Ms. Canelli received a Sick Leave Bank Transfer request from Mr. Cirillo. Ms. Fanning was appointed as the Board representative to the SBLT Committee. Two members of the-Staff Association must be chosen to sit on the Committee which will also include the Library Director. Ms. Simons, President of the Staff Association, will work with Ms. Canelli to arrange a meeting of the Staff Association's representatives, Ms. Fanning and Ms. Canelli.

**Programming** This was covered in Ms. Canelli's department report.

**Friends of the Library** Ms. Canelli reviewed her Friends of the Morrill Memorial Library Budgetary Support Request 2012 dated Dec. 7, 2011. The Friends will vote on this at their January meeting.

DIRECTOR'S REPORT - continued

Minuteman Activities are reported in the Director's reports.  
Network &  
MA Library System (MLS)

Search There were no search warrants.  
Warrants

Miscellaneous We have a troublesome patron, and Ms. Canelli has spoken to the Chief of Police.  
Advisories His behavior, including writing on newspapers and magazines, has concerned the staff.  
We had another incident with a relative of staff who is now doing community service at the library.

Both the Report on the Action Plan for FY12 – 2011-2012 and the Action Plan FY13 were summarized by Ms. Canelli for the trustees' information. The Action Plan FY13 has been filed. Last year Mr. Gearty requested the 2013 plan to be written differently. Every year the Board will receive the Action Plan for the upcoming year, as well as what action was taken on the current year's plan. Following discussion, Ms. Canelli will forward a revised report to the trustees.

**The next meeting is scheduled for January 10, 2012.**

**STAFF/PUBLIC REMARKS**

Ms. Simons is reading *Breakfast at Sally's: One Homeless Man's Inspirational Journey* by Richard LeMieux and *Nearing Home* by Rev. Billy Graham.

Ms. Wyler is reading *Caleb's Crossing* by Geraldine Brooks.

**TRUSTEES' REMARKS**

Ms. Hines read *Emperor of All Maladies: A Biography of Cancer* by Siddhartha Mukherjee.

Ms. Pipes has not had time for much reading.

Ms. Fanning read *American Anthrax: Fear, Crime and the Investigation of the Nation's Deadliest Bioterror Attack* by Jeanne Guillemin. She also read *Doctored – the Medicine of Photography in the 19<sup>th</sup> Century* by Tanya Sheehan.

Ms. Begg read cookbooks and *In the Company of Others* by Jan Karonn and *Cleaning Nabokov's House* by Leslie Daniels.

Ms. Canelli has been reading for her book clubs and is not enjoying the reading.

Ms. Plumer read *Fall Giants: Book One of the Century Trilogy* by Ken Follett and is about to read *The Prague Cemetery* by Umberto Eco. He issued a statement that he is not going to be a candidate for re-election in April and asked Ms. Canelli to submit the statement as a press release immediately.

A motion was made/seconded (Fanning/Begg) and unanimously voted to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Elizabeth M. Dickson  
Recording Secretary