

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes December 10, 2013

**PRESENT** Patricia Fanning, Chair; Sarah Begg, Vice Chair; Susan Pipes, Cashman Kerr Prince, Patricia Reardon, Patricia Hines - Trustees; Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representative present: Linda McCusker.

**MINUTES** A motion was made/seconded (Prince/Begg) and unanimously voted to approve the minutes as amended of the November 12 meeting and the Minutes of the November 12 Executive Session. The amendment of the regular meeting is under "Trustees' Remarks" as follows: Ms. Pipes read.....*The Husband's Secret* by Liam Moriarty, which was corrected to read Liane Moriarty.

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

**CORRESPONDENCE**

Lynne Miller sent thanks to the Board and the literacy staff for selecting her and her student, Janylle Laukkanen as the recipients of the 2013 Monahan recognition. Pam Flynn-Chubet of the Norwood Housing Authority sent a letter praising Nancy Ling and her outreach programs.

Ms. Canelli summarized and updated the Board regarding Messrs. Murphy, Hesse, Toomey and Lehane and the follow-up notice of disinvite and the request to rescind the order. She will reply to today's letter received from Brendan Morse, attorney. If the disinvited patron enters the library, the police will be contacted.

**FINANCIAL REPORT**

**Current Status** The Current Status Budget FY14 dated December 1, 2013 was reviewed and  
**FY14 Budget** discussed. State aid should be received within a few weeks. Salaries will fluctuate this fiscal year with the buy backs of sick time and vacation for retiring staff, illnesses and absences of permanent staff, and new hires. We will not go over budget but will adjust as necessary in May and June.

**Special Funds** Ms. Canelli reviewed the Special Funds Report FY14 dated December 10, 2013.  
**FY 14 Report** Following discussion, she stated Bob Maguire, Treasurer, invests our funds along with other town funds.

Kathy Sastavickas donated \$500 to the Sastavickas Fund, which will show up on next month's report.

**OLD BUSINESS**

**Noise in the** Ms. Canelli reported there has been a little noise, but nothing excessive.  
**Library/Teen Behavior**

**OLD BUSINESS – continued**

**FY15 Budget Proposal** Ms. Canelli reviewed the Budget dated 11/15/13 and the change made on it. There is no change in the bottom line amount, but a change in the percentage and she advised the Budget Subcommittee of this change in November. She also reviewed the “Budget History FY08-Current”. The Board will be asked to meet with the Finance Commission sometime this winter.

**Staff Assoc. Contract Negotiations** This will be discussed later in tonight’s meeting.

**Director Contract Negotiations** This will be discussed later in tonight’s meeting.

**NEW BUSINESS**

**FY 15 Action Plan** Ms. Canelli reviewed the eight-page Action Plan FY15 dated Dec. 2, 2013. She stated our long range plan is approved through next December. In January we need to start working on our 2016-2020 long range plan. Mr. Prince stated we need to work on a long range plan and to think about where we are, where we want to go and what we want for the future. Discussion followed. Ms. Canelli will discuss and update Ms. Reardon, as she is a newly elected Board member, regarding staff development.

**DIRECTOR’S REPORT**

**Circulation Statistics** The three-page Library Statistics 2013 Report Updated Dec. 10, 2013 was reviewed. Ms. Canelli will continue to check on speed reads and to seek other ways of improving circulation. BPL gets credit for circulation if our patrons download e-books from them. Discussion followed. Allison Palmgren will assist anybody who has a problem, including those downloading e-books. Refer to her Technology Report dated 12/2/13. Ms. Reardon complimented Ms. Palmgren on her excellent technology skills. Ms. Canelli summarized the various things Allison has accomplished and explained what the “virtual cataloge” is. We do record attendance at library events. We now record the number of people who attend in addition to the number of programs offered.

**Advocacy/Marketing** Ms. Canelli reviewed the two-page report dated Dec. 10, 2013 for November, 2013.

**Facilities Update** Ms. Canelli reviewed Jim Croak’s Monthly Report Dec. 1, 2013 for Nov. 2013-report dated 12/2/13. Panic buttons at three desks will cost \$533. Discussion followed. A motion was made/seconded (Hines/Begg) and unanimously voted to purchase three panic buttons to be paid by State Aid.

**Departmental Reports** The six-page report dated Dec. 10, 2013 for the month of Nov., 2013 was reviewed and discussed.

**News Releases** These were reviewed.

DIRECTOR'S REPORT – continued

Personnel Update: *Assistant Children's Librarian*  
Kate Tigie will begin work at the library effective 1/2/2014.  
Update: *Senior Circulation Assistant/Technical Services Assistant*  
Patty Bailey has been promoted to this full time position effective 12/15/13.  
Update: *Dept. Head Reference Librarian*  
Ms. Canelli reviewed job description changes in the Reference department after Marie Lydon's retirement in January. She will review these with the HR department and the Town Personnel Board. After they approve the changes, she will present the changes to the Board. The vacancy in Reference will not be filled until late April or May.

Programming This was covered in Ms. Canelli's Director's Report.

Friends of the Library They sold over 50 ornaments so far. They need to sell 117 to break even and anything over that will be a profit.

Minuteman Network & MA Library System (MLS) This was part of Ms. Canelli's Departmental Report.

Search Warrants There were no search warrants.

Miscellaneous Advisories The Mr. O'Neil concern remains.

**Our next meeting is scheduled for January 14, 2014.**

**STAFF/PUBLIC REMARKS**

Ms. McCusker read *Orphan Train* by Christina Baker Kline.

**TRUSTEES' REMARKS**

Ms. Pipes read *What Alice Forgot* by Liane Moriarty and *Christmas Bliss* by Mary Kay Andrew.

Ms. Hines read *Pride and Prejudice* by Jane Austen.

Mr. Prince will be reading *Longbourn* by Jo Baker and *For All of Us, One Today: An Inaugural Poet's Journey* by Richard Blanco.

Ms. Fanning read *Coming Up Short: Working Class Adulthood in an Age of Uncertainty* by Jennifer Silva and *The Rescue Artist: A True Story of Art, Thieves, and the Hunt for a Missing Masterpiece* by Edward Dolnick.

Ms. Begg read *The Hoboken Chicken Emergency* by Daniel Pinkwater which is a children's novel. She also read *The Wishing Hill* by Holly Robinson.

TRUSTEES' REMARKS - continued

Ms. Reardon read *Unguarded Gates: A History of America's Immigration Crisis* by Otis L. Graham, Jr. and *Not Fit for Our Society: Immigration and Nativism in America* by Peter Schrag.

Ms. Canelli read *Press Here* by Herve Tullet (a picture book) and *Eye of My Heart: 27 Writers Reveal the Hidden Pleasures and Perils of Being a Grandmother* edited by Barbara Graham.

A motion was made/seconded (Prince/Begg) and unanimously voted at 8:40 p.m. to move the meeting into executive session for the purpose of discussing strategy with respect to collective bargaining for both the staff association and the director. Discussion of this topic in open session may have a detrimental effect on the Board's bargaining position. The Board was polled and all agreed.

At 8:55 p.m., Ms. Canelli and Ms. McCusker left the meeting and the Board moved into Executive Session.

At 9:20 p.m. the meeting reopened. A motion was made/seconded (Prince/Begg) and unanimously voted to adjourn the meeting.

Respectfully submitted,

Elizabeth M. Dickson  
Recording Secretary