

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes February 11, 2014

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

MINUTES A motion was made/seconded (Begg/Reardon) and unanimously voted to approve the minutes of the January 14, 2014 meeting.

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

CORRESPONDENCE

Ms. Fanning stated she received a thank you note from Marie Lydon regarding her retirement.

FINANCIAL REPORT

Current Status The Current Status Budget FY14 dated February 2014 was reviewed. There is a
FY 14 Budget surplus currently in personnel absences. There are some “overspent” line items and these are consistent with prior years. Also reviewed was the two-page Projected Utilities FY14 Report dated February 7, 2014.

Special Funds Ms. Canelli reviewed the Special Funds Report FY14 dated February 11, 2014 stating
FY14 Report next month this report will reflect the Roger McLeod Fund. We don’t know to date the amount of the fund. A motion was made/seconded (Prince/Pipes) and unanimously voted that this memorial fund be created by the Library.

OLD BUSINESS

Noise in the Ms. Canelli reported that there was no bad teen behavior to report.
Library/Teen Behavior

FY15 Budget Ms. Canelli announced the Fin Com meeting is tomorrow night at 5:30 p.m. She has not heard if there will be budget cuts. She spoke with Bernie Cooper and the Finance Commission. She requested the trustees be at the meeting at 5:30 p.m. if possible. She will notify them if there is a time change.

Staff Assoc. A motion was made/seconded (Prince/Begg) and unanimously voted that this item be
Contract moved into Executive Session following tonight’s meeting.
Negotiations

Air Ms. Canelli stated the status remains the same. She needs to work with John Carroll
Conditioning per the Board of Selectmen. She expects this will also be addressed at the upcoming town meeting. Discussion followed. She continues to keep the neighbors informed.

NEW BUSINESS

Morrill Memorial Library Annual Report Ms. Canelli reviewed the five-page report requesting the trustees to inform her of their comments after reviewing the report. The final report will be submitted to the town and become part of the town's annual report.

DIRECTOR'S REPORT

Circulation Statistics The three-page Library Statistics 2014 Report Updated Feb. 11, 2014 was reviewed. It appears this is leveling off regarding the Westwood Library. Circulation is down everywhere. Our speed reads circulation has increased.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated Feb. 11, 2014 for January 2014.

Facilities Update Ms. Canelli reviewed James Croak's Monthly Report January 2014 for February 11, 2014 Trustees' meeting, report dated 1/30/14.

Departmental Reports The six-page report dated Feb. 11, 2014 for the month of January 2014 was reviewed and discussed. We had one planned fire drill and one unplanned drill which was caused by a child pulling the alarm. Both were handled well.

The four-page Technology Report January 2014 by Allison Palmgren, Technology Librarian, was reviewed and discussed. Ms. Canelli stated Allison continues to gather information regarding a future web site. Ms. Canelli does not believe the town can support our needs. She will invite Allison to attend a trustees' meeting to speak regarding a web site for the library. Much discussion followed.

News Releases These were reviewed.

Personnel *Dept. Head Adult and Information Services and Information Services Librarians:* Ms. Canelli stated the town Personnel Committee has not moved as quickly as she hoped they would. She continues to request they approve both our job descriptions at their next meeting, so that we can put out a posting regarding hiring. She will attend their meeting next Wednesday evening.

Programming This was covered in Ms. Canelli's Director's Report. 408 people signed up for the regarding One Book – One Community – Norwood Reads *Following Atticus* event. Posters advertising it are out today. This is part of our grant program, and they are finishing up the list of the programming. We are spending some of the grant money on a monitor at the information desk, supplies and books. Books bought at Barnes & Noble give a percentage back to the library through The Friends. The 3rd Annual Volunteer Appreciation Tea will be held February 14, and the trustees are invited.

DIRECTOR'S REPORT – continued

Friends of the Library Ms. Canelli reported they meet tomorrow night.

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

Search Warrants There were no search warrants.

Miscellaneous Advisories These were covered in Ms. Canelli's Departmental Report. There were a few small incidents. We also had a problem with snow coming off the building which Jim took care of with a roof rake.

Our next meeting is scheduled for March 4, 2014.

STAFF/PUBLIC REMARKS

There were no remarks.

TRUSTEES' REMARKS

Mr. Prince returned from Crete with a book regarding recipes. He also learned how to make cheese. He read *Names for the Sea: Strangers in Iceland* by Sarah Moss.

Ms. Pipes read *Eleanor & Park* by Rainbow Rowell, *The Goldfinch* by Donna Tartt and *The Hypnotist's Love Story* by Liane Moriarty.

Ms. Fanning read *Wolf Hall* by Hilary Mantel and *American Pandemic: The Lost Worlds of the 1918 Influenza Epidemic* by Nancy K. Bristow.

Ms. Canelli read *The Poisoner's Handbook: Murder and Forensic Medicine in Jazz Age New York* by Deborah Blum.

Ms. Reardon read *Olive Kitteridge* by Elizabeth Strout.

Ms. Begg read *Friday's Harbor* by Diane Hammond which is a story about a whale.

Ms. Hines read *Breach of Trust: How Americans Failed Their Soldiers and Their Country* by Andrew J. Bacevich.

A motion was made/seconded (Prince//Begg) and unanimously voted at 8:20 p.m. that we move into executive session for the purpose of discussing strategy with respect to collective bargaining as discussion of this topic in open session may have a detrimental effect on the Board's bargaining position, and that we will reconvene only for the purpose of adjourning the regular meeting. Ms. DeGrazio left the meeting at this time.

A motion was made/seconded (Prince/Begg) and unanimously voted at 9:35 p.m. to reopen the regular meeting. A motion was made/seconded (Pipes/Prince) and unanimously voted at 9:36 p.m. to adjourn the meeting.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary