

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of January 10, 2012

PRESENT Stuart Plumer, Chair; Patricia Fanning, Vice Chair; Sarah Begg, Susan Pipes, Patricia Hines, Cashman Kerr Prince - Trustees; Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representatives present: Marie Lydon, Linda McCusker. Also present was Paul Ward, a patron who attended to observe the meeting.

MINUTES A motion was made/seconded (Begg/Pipes) and unanimously voted to approve the minutes of the December 13, 2011 meeting.

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

CORRESPONDENCE

Ms. Canelli received a letter from the Finance Commission inviting the Board to attend their Feb. 15th meeting regarding our budget. She also received from the Board of Selectmen a copy of a letter dated Jan. 4 which they received from Rosemary Higgins, a library patron who praised the library and staff stating what a wonderful, very needed resource it is for the town.

FINANCIAL REPORT

Current The Current Status Budget FY12 dated January 2012 was reviewed by Ms. Canelli.

FY12 Budget Status Also reviewed were the Utilities FY12 Morrill Memorial Library report, the revised Current Status Budget FY12 dated December 2011 and the six-page Report on the Action Plan for FY12-2011-2012. Ms. Canelli requested that The Friends forward their payment for DVDs and audiobooks early to allow us to pay bills for those materials.

The Utilities FY12 report was reviewed. She stated we have overspent on building supplies, which is normal for this time of the year. It was noted we budgeted a \$2,000 increase for building supplies in the FY13 budget .

Special Funds Ms. Canelli reviewed the Special Funds Report dated January 2012 and the revised Special Funds Report dated December 2011.

FY13 Budget Discussion followed regarding the FY13 Budget and the upcoming Finance Commission meeting on Feb. 15. Ms. Canelli will forward to the trustees a report on all building, grounds and equipment expenses for the past decade prior to presenting it at that meeting. Mr. Plumer stated we must anticipate going before the town meeting on May 7 if the Finance Commission does not approve our request. We would expand Mr. Plumer's narrative that he wrote last year. A draft of an expanded narrative will be reviewed at the Board's February meeting.

Ms. Canelli stated she was informed by Bernie Cooper, Asst. General Manager, that a 2% COLI increase has been approved for the fire department for FY13. She submitted

FINANCIAL REPORT – FY13 Budget - continued

increased salaries information to Mr. Cooper based on a 2% COLI increase for library staff.

OLD BUSINESS

Capital Projects:

. Boiler Ms. Canelli stated she has no new report. Work will begin as scheduled on the boilers. Air conditioning cannot run when the boiler is being repaired so there will be no heat or air conditioning. Start date is May 1 to be completed no later than July 1. We will be informed when the library's work is to begin.

Staff Assoc. A motion was made/seconded (Fanning/Begg) and unanimously voted to move this
Contract topic into Executive Session following tonight's meeting as discussion of this in
Negotiations open session may have a detrimental effect on the Board's bargaining position.
FY12

State Aid There was no report as Ms. Canelli has not received any information from the MBLC.
Waiver

Patron Noise Ms. Canelli received a telephone call today from a patron, who was inside the library,
Complaints with a complaint about loud noise in the library. Staff reported a group of junior and high school students were in the library. They were not disruptive beyond the noise resulting from normal teenage conversation. They were notified to be more quiet and told they would be asked to leave if they continued to be loud. The patron was informed she could move to the Cushing Reading Room, which she declined to do. At the present time we do not have a custodian on duty, but are interviewing to hire one which will help to patrol the areas. Meanwhile, staff continues to monitor the areas. The "YA Committee Meeting" notes dated December 19, 2011 was reviewed. Following discussion, it was agreed staff will post notices to reiterate and emphasize the library's Rules of Conduct.

Repair & Maintenance Projects 2012:

. Leaks/ Work has been completed. \$1,500 will be paid from the Cushing Fund. Thanks were
Windows extended to Jim Croak for taking care of this problem.

. Masonry & No bids have been received.
Front Door
Repair

. Carpet in This is in process waiting for quotes. Our custodians clean our carpets not an outside
Staff Room company.

Ms. Canelli stated it will cost approximately \$599 for repairs to the unit on top of the library on the front roof which has a problem. Following discussion, a motion was made/seconded (Fanning/Begg) and unanimously voted to pay this from the Endowment Fund.

NEW BUSINESS

2011 Annual Report Ms. Canelli is working on this which is due February 15, 2012. She will send copies to the trustees prior to our February meeting. The photograph of the Board has already been taken.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2011 Report Jan.-Dec. 2011 and the two-page Statistics Changes 2009-2011 Report dated January 2012 were reviewed. Among the statistics noted, our new patrons are down and network borrows have increased. An error in circulation totals was discovered; and following discussion, a revised report will be issued. Our circulation number only includes what we actually check out at our library; it does not include those items we send to other libraries and checked out at those libraries. Additionally, it does include items that our patrons check out from other libraries during their visits to those libraries. Ms. Canelli is now including this information in her report, and this will be reflected on future reports.

Advocacy/ Marketing Report Ms. Canelli reviewed the report dated January 10, 2012.

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

Departmental Reports The five-page report dated January 10, 2012 was reviewed.

News Releases Press releases and media articles were reviewed.

Personnel Three people are being interviewed for the custodian's position. Tony Cirillo is improving and will return to work March 1.

Programming This was covered in Ms. Canelli's department report. An upcoming program is "Queen of the Sun" which is about honey bees.

An appreciation of volunteers event will be on held Feb. 10 from 10:00 a.m.-2:00 p.m. for former and current volunteers. Trustees and members of The Friends are all invited to attend.

Friends of the Library They did not meet in January. Their next meeting will be February 5. Their next book sale will be the end of April. Ms. Canelli will ask them to approve the 2012 Budgetary Request at their next meeting.

Minuteman Network & MA Library System (MLS) Activities are reported in the director's reports. Ms. Canelli will attend their director's meeting next week and also the MA Library Association's Board meeting.

DIRECTOR'S REPORT - continued

Search There were no search warrants.
Warrants

Miscellaneous We disinvited a man with whom we have been having problems. The police served
Advisories him with the letter of disinvite at his home.

We are monitoring a patron who is taking food out of the food pantry collection.

The next meeting is scheduled for February 14, 2012.

STAFF/PUBLIC REMARKS

Linda McCusker read *Extremely Loud & Incredibly Close* by Jonathan Saffron Foer.

Marie Lydon read *The Help* by Kathryn Stockett.

Mr. Ward stated he has no remarks and appreciates being at this meeting stating it is very interesting to see how the trustees work. He has been involved in this capacity in most of his career and feels this meeting is close to what goes on behind the scenes in most organizations. He gave a lot of praise to what the trustees are doing and how they are doing it. Mr. Plumer thanked him for his interest and for attending the meeting.

TRUSTEES' REMARKS

Ms. Hines read *The Far Pavilions* by M. M. Kaye. She bought a Nook and is learning how to use it. Ms. Canelli suggested she speak with Byron Samek for assistance and stated he will be holding an informative session on the Nook.

Mr. Prince has read *Bangkok 8: A Novel* by John Burdett and *Can You Forgive Her?* by Anthony Trollope.

Ms. Pipes has read *Love Virtually* by Daniel Glattauer on the Nook, *The Burning Wire* by Jeffery Deaver on Playaway and *The Curious Incident of the Dog in the Night-Time* by Mark Haddon.

Ms. Fanning read *Snobs* by Julian Fellowes and *Three Famines: Starvation and Politics* by Thomas Kenneally.

Ms. Begg read *Apples, Bubbles, and Crystals: Your Science ABCs* by Andrea T. Bennett, *The Warsaw Anagrams: A Novel* by Richard Zimler and *Georgia Bottoms: A Novel* by Mark Childress.

Ms. Canelli read *Enjoy Every Sandwich: Living Each Day as If It Were Your Last* by Lee Lipsenthal and *Where You Left Me* by Jennifer Gardner Trulson.

Ms. Plumer read *The Postmistress* by Sarah Blake, *The Art of Fielding: A Novel* by Chad Harbach and *The Education of a Coach* by David Halberstam. He has also been listening on tape to *Ghost Mask*. He shared his experiences regarding eye witness testimonies stating he believes they are not always accurate.

A motion was made/seconded (Fanning/Hines) at 8:50 p.m. and unanimously voted to move into executive session to discuss staff contract negotiations and to adjourn the regular meeting.

Mr. Plumer stated the Board will now enter into executive session for the purpose of discussing strategy with respect to collective bargaining. Discussion of this topic in open session may have a detrimental effect on the Board's bargaining position. The Board will not reconvene in open session at the conclusion of the executive session.

The staff and Mr. Ward left the meeting at this time.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary