

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of January 8, 2013

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

MINUTES A motion was made/seconded (Pipes/Begg) and unanimously voted to approve the minutes as amended of the December 11, 2012 meeting.

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

CORRESPONDENCE

Ms. Canelli received a letter from Stuart Plumer thanking the Simoni Foundation and Elizabeth M. Simoni for the donation to the Literacy Program. She will write a letter of thanks which Ms. Fanning will sign as Chair of the Board. Mr. Plumer and the Literacy Department at MML have also forwarded thank you letters to the Simoni Foundation.

Town Employee Recognition Policy: Ms. Canelli stated since November, she has been recognizing staff for above and beyond service and giving a donation to the Francis Fund. She will attend a Personnel Board hearing on January 16 at 7:15 pm to learn more about the town's proposed policy.

Town Updated CORI Policy: Ms. Canelli reviewed the policy.

A letter from Kathy Sastavickas was received with a \$500 donation to the Sastavickas Scholarship Fund. Ms. Canelli will write a letter of acknowledgement which Ms. Fanning will sign as Chair of the Board.

FINANCIAL REPORT

Current The Current Status Budget FY13 dated January 2013 was reviewed by Ms. Canelli.
FY12 Budget Discussion followed. Tuition reimbursement was discussed. Ms. Canelli stated she
Status encourages staff to take classes both at schools and online. Tuition reimbursement is not for conferences, but for courses or workshops.

Special Funds Ms. Canelli reviewed the Special Funds Report FY13 dated January 5, 2013. A check
Report for \$14,013.73 for State Aid to Libraries has been received and the other half is expected later this year.

OLD BUSINESS

Noise in the Both Ms. Canelli and Mr. Croak stated the library remains quiet with few teen
Library behavior concerns.

OLD BUSINESS – continued

FY14 Budget/ Mr. Prince reviewed his two-page “What We Bring to the Town” document. This
FinCom states approximate amounts of money we save the town. Discussion followed on why
Documents volunteer services do not appear on this document. The Board then agreed to include
the total number of volunteers and total hours donated to the library. A two-sided
document will be printed and presented to the town at the budget hearing this winter.
Ms. Canelli’s memo to the Finance Commission re FY14 Budget Documentation
dated 12/20/12 was reviewed. To date we do not have a date to appear before the
Finance Commission.

AirTemp Mr. Croak reviewed his Monthly Report January 8, 2013 dated 12/27/12 updating
Update HVAC, boiler and maintenance concerns. He and Ms. Canelli stated that a library
Safety/Security Committee is updating the library’s disaster plan with the assistance of
Sgt. Curran from the police department. The staff door will now be locked at all times
with a key pad system which will be installed as soon as possible. Much discussion
followed regarding the system and what staff, some full and part time, will be
authorized to know the code allowing them to enter the library. An estimate from Ace
Lock is around \$1,300 for a new crash bar and keypad lock combination. Mr. Croak is
also obtaining an estimate from The Lock Clinic. It was agreed periodic disaster drills
will be held. Also discussed and agreed upon is that the front door on Walpole Street
will be locked earlier in the evening at 5:00 pm. A motion was made/seconded (Begg/
Prince) and unanimously voted to allocate up to \$1,400 from the Cushing Fund to
secure and replace the crash bar and a new key pad system. Mr. Croak was thanked
for reporting at our meeting.

NEW BUSINESS

2012 Annual The 2012 Annual Report of the Morrill Memorial Library is due February 15, 2013.
Report The report will be presented for approval to the Trustees in advance of the next
meeting.

Meeting Ms. Canelli requested the May meeting be changed from May 14 to May 7, 2013
Calendar
1/2013-6/2013

DIRECTOR’S REPORT

Circulation The two-page Library Statistics 2012 Report updated January 2013 was reviewed.
Statistics It was noted the people counter was not working in November and December 2012.
Counters at both doors, Walpole Street and the parking lot, will be installed in early
January. These counters will be accessible online for accurate counts.

Advocacy/ Ms. Canelli reviewed the report dated Jan. 8, 2013 for December 2012 and reviewed
Marketing “The benefits of sharing resources” at the Morrill Memorial Library.
Report

Facilities This was reviewed above under Old Business, Air Temps Update.
Update

DIRECTOR'S REPORT – continued

Departmental Reports The six-page report- January 2013 for the month of December 2012 was reviewed and discussed.

News Releases Press releases and media articles were reviewed.

Personnel There was no report.

Programming This was covered in Ms. Canelli's departmental report. Ms. Canelli and Ms. Rudolph are working on the brochure for Musical Sundays Spring 2013.

Friends of the Library The library staff and library Board is holding its second Annual Volunteer Appreciation Tea on February 8 from 10:00 am to 2:00 pm to which the Friends, literacy tutors and all library volunteers, past and present, are also invited.

Minuteman Network & MA Library System (MLS) Brian Samek or Diane Phillips will attend the next two meetings with Ms. Canelli in January and March.

Search Warrants There were no search warrants.

Miscellaneous Advisories **The next meeting is scheduled for February 12, 2013.**

Ms. Canelli stated we will be applying for an LSTA One Book, One Community grant in the amount of \$7,500. The grant is due in April 2013. If awarded, it will be announced in July of 2013 for the October 2013 - September 2014 grant year.

There was a suggestion in the suggestion box that the library include a coffee area for patrons to enjoy while reading. Discussion followed

STAFF/PUBLIC REMARKS

Ms. Cushing read *Defending Jacob* by William Landay and is reading *Kitchen House* by Kathleen Grissom and *The Light Between the Oceans* by M. S. Stedman.

TRUSTEES' REMARKS

Mr. Prince is listening to *Moby Dick* by Herman Melville and is reading *Barchester Towers* by Anthony Trollope.

Ms. Pipes is reading *Beautiful Disaster* by Jamie McGuire and *12 Days of Christmas* – a short story eBook by Michele Gorman.

Ms. Canelli read *Brain on Fire: My Month of Madness* by Susannah Cahalan and *The Middlesteins* by Jamie Attenberg.

TRUSTEES' REMARKS - continued

Ms. Reardon read *Unbroken: A World War II Story of Survival. Resilience and Redemption* by Laura Hellenbrand and *Murder in Wellesley: The Inside Story of an Ivy-League Doctor's Double Life, His Slain Wife, and the Trial That Grippped the Nation* by Tom Farmer and Marty Foley.

Ms. Begg listened to many books in the car while the family was traveling. She read *The Goldberg Variations* by Susan Isaacs, *Sleep No More* by Iris Johansen and *You Don't Want to Know* by Lisa Jackson.

Ms. Fanning read *Clover Adams: A Gifted and Heartbreaking Life* by Natalie Dykstra and *Homage to Robert Frost* by Joseph Brodsky, Seamus Heaney, and Derek Walcott.

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

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary