

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes January 14, 2014

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

MINUTES A motion was made/seconded (Begg/Pipes) and unanimously voted to approve the minutes of both the December 10 regular meeting and the Executive Session.

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

CORRESPONDENCE

Ms. Canelli stated that the Board received notice of the Special Town Meeting on Feb.24, 2014. She spoke with Mr. Cooper who stated we will have an article regarding our air conditioning. The amount is yet to be determined in the following weeks. She also stated the MBLC, Dec. 23, 2013, Action Plan was accepted. The eight-page revised plan was distributed. Ms. Fanning signed a letter of thanks which will be mailed to Mrs. Simoni for the Simoni Foundation's \$5,000 donation to the Monahan Fund.

FINANCIAL REPORT

Current Status The Current Status Budget FY14 dated January 2014 was reviewed. One half of our
FY14 Budget 2014 State Aid award has been received: \$14,408.43. Payroll is stable and Ms. Canelli has budgeted for Mr. Cirillo's continued absence and Ms. Lydon's impending retirement. We are now fully staffed in the children's department.

Special Funds Ms. Canelli reviewed the Special Funds Report FY14 dated January 14, 2014.
FY14 Report

OLD BUSINESS

Noise in the Ms. Canelli reported that there is no abnormal behavior to report.
Library/Teen Behavior

FY15 Budget Ms. Canelli received the final copy from the town that matches our submission in December. We will be asked to appear before the Finance Committee at a later date.

Staff Assoc. Attorney Kevin Bresnahan called Ms. Canelli today. They will be scheduling a
Contract meeting to begin negotiations in late January or February when Mr. Prince returns.

Air Ms. Canelli reported the January 2 meeting with John Carroll was cancelled, and she
Conditioning and Mr. Croak met with him on January 10. She summarized the meeting stating we need a professional acoustical study, and he advised us to contact the Finance Committee. She will forward a letter to them. Ms. Hines suggested having some neighbors also attend with us at an upcoming meeting. Following discussion, it was agreed Ms. Canelli will notify Mr. Ward, the neighborhood representative.

OLD BUSINESS – continued

Library Maintenance Ms. Canelli summarized the boiler issues. We did not sign a \$1500 service contract with Frank Rounds this year as the boiler is so new. We call them as needed, and we have been paying for each service call. National Grid replaced the incoming valve for gas and the hard starts have continued. It has now been determined that our problem is due to a valve that was not installed although it was on the specifications. Ms. Canelli received copies of emails that stated the engineering firm and the Frank Rounds Company will not charge us for the problems this fall and winter. Mr. Croak continues to be on top of the problem.

NEW BUSINESS

March Meeting Date Ms. Canelli requested the March 11 meeting date be changed to March 4. All agreed.

Professional Conference Attendance Ms. Canelli and Nancy Ling will attend the PLA Conference in Minneapolis. Both Ms. Ling and Ms. Canelli will use frequent flyer miles and will share a room. They will be reimbursed for conference registration from the Dues and Conferences line item. They are asking the Board for reimbursement of the additional expenses of the hotel and meals – their costs will exceed \$500 each. Discussion followed. A motion was made/seconded (Begg/Pipes) and unanimously voted to take \$250 each as a stipend out of the Library Endowment Fund to help defray the costs.

Director's Evaluation Ms. Begg summarized the final evaluation, and Ms. Canelli agreed to the evaluation. Ms. Fanning gave a copy to Ms. Canelli for her signature and for file.

Miscellaneous Ms. Canelli spoke of an upcoming Capital Outlay Committee meeting on January 27.

DIRECTOR'S REPORT

Circulation Statistics The three-page Library Statistics 2013 Report Updated January 4, 2014 was reviewed. Circulation is down throughout the entire country. Our programs are up and our children's department is very good. Other numbers are down, including circulation and attendance. When the economy improves, circulation goes down in libraries. The new library in Westwood is another reason for our decline. Our attendance counter stopped working in late November, and Jim will now check the batteries every six months.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated Jan. 14, 2014 for December 2013.

Facilities Update Ms. Canelli reviewed James Croak's Monthly Report January 6, 2014 for December 2013, report dated 1/6/14.

Departmental Reports The five-page report dated January 14, 2014 for the month of Dec., 2013 was reviewed and discussed. Discussion was held regarding us contracting with a web host versus using the town's. Most libraries host their own web site. Our annual cost

DIRECTOR'S REPORT –Departmental Reports - continued

has been free, but this host is not reliable. Ms. Canelli will have Ms. Palmgren submit a report to the Board as to why we do not use the town's site. Ms. Palmgren will be working with NPA-TV. Today she and Ms. Canelli toured their department at the high school.

News
Releases These were reviewed.

Personnel *Update: Dept. Head Adult & Information Services and Information Services Librarians:*
Ms. Canelli stated there is a Personnel Board meeting tomorrow night. She has written/modified job descriptions and will await the Personnel Board's approval before moving forward to post Ms. Lydon's position.

Programming This was covered in Ms. Canelli's Director's Report. The LSTA One Book-One Community Grant Committee met today. She showed the Board the grant's logo that Ms. Rudolph designed. All departments are involved with the grant planning (with the exception of Circulation and Technical Services). The grant programming will take place between 3/25 through 5/7. We have \$7500 to spend on this.

A volunteer appreciation tea will be held February 14, and the trustees are invited. There will be flyers and invitations available.

Friends of
the Library Ms. Canelli reported they did not have a meeting in December. Author Ted Reinstein will speak at the General Meeting on January 23. They will hold a mini-golf fundraiser on Sunday, Oct 6, when the library will be closed. Sponsors will buy a hole. This will be a new way for them to raise funds. They have contracted with Empire Books to buy our used books and were sent a \$200 check for November. They have covered their expenses with the holiday ornaments which are now being sold and will be a profit.

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 Reports.

The library held an emergency fire drill, and it was determined we need for our patrons additional signage stating a drill is being held.

Our next meeting is scheduled for February 11, 2014.

STAFF/PUBLIC REMARKS

Ms. Todesca is very excited about the department being fully staffed. She stated the staff is working well together. She is reading *Dr. Sleep* by Stephen King and is listening to *Five Days at Memorial: Life and Death in a Storm-Ravaged Hospital* by Sheri Fink.

TRUSTEES' REMARKS

Ms. Begg thanked Jean Todesca for taking the holiday ornaments off her trees and Ms. Fanning for taking down the ornaments at the Day House. She stated she is very pleased with the time extended to two weeks for speed reading books. She read *Beautiful Day* by Elin Hilderbrand, *Dust* by Patricia Cornwell and *Hunting Eve* by Iris Johansen.

Ms. Reardon read *Abide With Me* by Elizabeth Strout.

Ms. Canelli read *Why Can't I Be You?* by Allie Larkin and *Run: Your Personal Guide to Winning Public Office* by (Senator) Marion Walsh. She stated Marion Walsh is coming in March to do a program, and she will be interviewing her about her book for NPA-TV on January 30.

Ms. Hines read *The Only Investment Guide You'll Ever Need* by Andrew Tobias and *A Captain's Duty: Somali Pirates, Navy SEALs and Dangerous Days at Sea* by Richard Phillips. She announced she is up for re-election and is getting her signatures allowing her to be placed on the ballot.

Ms. Pipes read *The Cuckoo's Calling* by Richard Galbraith (JK Rowling) and is reading *Into the Darkest Corner* by Linda Haynes.

Ms. Fanning read *The Man Who Loved Books Too Much: The True Story of a Thief, a Detective, and a World of Literary Obsession* by Allison Hoover Bartlett and *The Snow Child* by Eowyn Ivey.

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

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary