

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of June 11, 2013

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

MINUTES A motion was made/seconded (Prince/Begg) and unanimously voted to approve the minutes of the May 7, 2013 meeting.

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

CORRESPONDENCE

Ms. Canelli reviewed the June 3 letter from the Dedham Institution for Savings Foundation which stated the Foundation is providing a grant of \$1,800. A check was enclosed.

She reviewed the following policies received from the town's Personnel Board: Sick Leave Policy (May 23, 2013) and Military Leave Policy (May 23, 2013). She received an email saying how much a patron enjoys the library, and another stating that the library staff has always been wonderful.

FINANCIAL REPORT

Current FY13 Budget Status The Current Status Budget FY13 dated June 5, 2013 and the Projected Utilities FY13 report were reviewed and discussed. Ms. Canelli will submit the June Town of Norwood electric and sewer bills to the town as unpaid bills. She will notify the Town of Norwood utilities that the bills will be paid after the Special Town Meeting this fall. She stated materials expenditure is being closely monitored as we need to spend the required 12%. We may be returning a small amount of the Salaries line item back to the town. She reviewed the process and stated we currently have a \$3,000 surplus. The Incidentals and other accounts in our budget will be spent. Discussion followed.

Special Funds Report Ms. Canelli reviewed the Special Funds Report FY13, dated June 5, 2013.

OLD BUSINESS

FY14 Budget Ms. Canelli reported that the FY14 budget passed at the town meeting stating it is an increase from last year. We received the increases we requested.

Repair & Maintenance Projects Ms. Canelli reviewed the June 2013 Pending Building Improvements Report she requested Mr. Croak to submit. Discussion followed.

OLD BUSINESS – continued

1. Replacement and repair metal sash window and plaster work in compact storage. This could be paid from the Cushing Fund and will cost approximately \$1,470.
2. Parking lot seal and reline – was last done in approximately 2005.
3. Carpet replacement and move collection and shelving will be Capital Outlay for next year or 2016. Discussion followed.

It was agreed we will wait until September to approve #2 and #3. If they are to be done, they need to be done during summer months. Ms. Canelli will keep the Board updated.

A motion was made/seconded (Prince/Pipes) and unanimously voted to authorize up to \$1,470 from the Cushing Fund for #1 with the understanding that Mr. Croak proceed with additional price quotes. Ms. Canelli will keep the Board updated.

Noise in the Library/Teen Behavior Ms. Canelli reported all is well at the library.

Sastavickas Scholarship Ms. Canelli reported there were three applicants and Laura Hogan was chosen by the committee which included Ms. Fanning, Ms. Cushing and Ms. Canelli. A motion was made/seconded (Begg/Pipes) and unanimously voted to approve Laura Hogan as the 2013 recipient of the scholarship. Ms. Canelli will prepare letters of announcement and schedule the presentation to Ms. Hogan.

NEW BUSINESS

Reorganization

of the Board & Committee Assignments Since Ms. Fanning has decided not to run for reelection in April, Ms. Begg proposed that she remain as Chair and she as Vice Chair for a second year until Ms. Fanning leaves. Following much discussion, Ms. Begg made a motion that Ms. Fanning continue as Chair for 10 months and then she, Ms. Begg, will continue as Chair for the remainder of 2014 and become Chair for 2014-15. Mr. Prince seconded Ms. Begg's motion. The motion was unanimously voted.

A motion was made/seconded (Prince/Begg) and unanimously voted to approve the following committees: (The Chair is an ex officio member of all committees.)

Budget: Susan Pipes and Patricia Hines.

Personnel: (includes staff negotiations) Cashman Kerr Prince and Sarah Begg

Special: Patricia Fanning and Patricia Reardon

Liaison to Friends: Patricia Hines

Staff Association Contract Negotiations We have not to date received a letter from the Staff Association. Effective July 1, 2014 we do not have a Staff Association contract.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2013 Report Updated June 11, 2013 was reviewed.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated June 11, 2013 for May 2013. Discussion followed.

Facilities Update Ms. Canelli reviewed Jim Croak's two-page report dated May 30, 2013 for May 2013.

Departmental Reports The seven-page report June 2013 for the month of May 2013 and dated June 11, 2013 was reviewed and discussed. Also reviewed was Ms. Canelli's Staff Development Day 2013 Report dated June 10, 2013.

News Releases These were reviewed.

Personnel Brian Samek had been reimbursed for one test and is currently working on the second.

Ms. Canelli will be attending an ALA conference in Chicago and requested she now receive the \$300 pre-registration fee. She will return to work on July 1. A motion was made/seconded (Begg/Prince) and unanimously voted to pay the registration and pre-conference fees from Incidentals.

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

Friends of the Library The Friends of the Library voted to work with Empire Books to sell book donations.

Minuteman Network & MA Library System (MLS) There was no report. This was covered on her Advocacy/Marketing Report.

Search Warrants There were no search warrants.

Miscellaneous Advisories There were no issues and no incident reports.

Our next meeting is scheduled for September 10, 2013.

STAFF/PUBLIC REMARKS

Ms. Wyler had no remarks. She is reading *Quiet: The Power of Introverts in a World That Can't Stop Talking* by Susan Cain and *Savvy* by Ingrid Law.

TRUSTEES' REMARKS

Ms. Pipes read *Brain on Fire: My Month of Madness* by Suzanne Cahalan. She is now reading *Zoo* by James Patterson.

Mr. Prince has not been reading anything of value. He recommended a book he read years ago, *Zarafa: A Giraffe's True Story, from Deep in Africa to the Heart of Paris* by Michael Allin.

Ms. Fanning read *Edward Hopper: An Intimate Biography* by Gail Levin, *Grant Wood: A Life* by R. Tripp Evans and *Chaperone* by Laura Moriarty.

Ms. Begg read *The End of Your Life Book Club* by Will Schwalbe, *Love Saves the Day* by Gwen Cooper, and *Peaches for Father Francis* by Joanne Harris.

Ms. Reardon is reading *The Likeness* by Tanya French.

Ms. Canelli read *The Middle Place* by Kelly Corrigan.

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

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary