

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of March 12, 2013

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

MINUTES A motion was made/seconded (Prince/Begg) and unanimously voted to approve the minutes of the February 12, 2013 meeting.

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

CORRESPONDENCE

The Board received three public hearing notices from the town of Norwood Personnel Committee: Workplace Smoke Free Policy (2/22/13), FLSA Salary Basis Policy (2/22/13) and New Fair Labor Standards Act Policy (2/26/13). Discussion followed regarding the Workplace Smoke Free Policy. Ms. Canelli received a letter from the Weston Observatory Seismology Education Project. They had contacted us last year and Mr. Plumer had met with them.

FINANCIAL REPORT

Current FY13 Budget Status The Current Status Budget FY13 dated March 12, 2013 and two pages of Snow Removal Costs FY03-Current dated 3/7/13 were reviewed by Ms. Canelli. She stated Mr. Croak contacted the DPW requesting snow removal. They have not removed it to date. The library does not seem a priority; the town's Civic Center is the emergency shelter.

Special Funds Report Ms. Canelli reviewed the Special Funds Report FY13, dated March 12, 2013. The Cub Scouts held a fund raiser last Sunday at the Norwood Theater with author Jeff Kinney. Any monetary proceeds and donated paperback books will be split between our library and the six elementary school libraries, as requested by Kelly Unsworth. The money will be handled by the MML Friends. Ms. Canelli stated the Judith Kasita Menges Fund is being established. The library's original Book Funds were discussed. It was agreed we need to honor the donors' intent and use the interest from the funds. A motion was made/seconded (Prince/Begg) and unanimously voted that the librarians be authorized to purchase books on an ongoing basis with approval from the director from the interest of the funds. Ms. Canelli will check in June with Hank Gallant regarding the Gallant Fund usage.

OLD BUSINESS

Noise in the Library Ms. Canelli stated the library remains relatively quiet with good behavior. It is noisier after school than some patrons would like but Ms. Canelli is thrilled that so many children are using the library.

Annual Report This was submitted before the deadline. The final four-page 2012 Annual Report was reviewed.

OLD BUSINESS - continued

LSTA Grant Update Ms. Canelli reported she filed a draft of the grant (One Book – One Norwood) the due date of March 11. LSTA money is extremely competitive this year. Discussion followed on if we should seek private donations for funding for a One Book – One Norwood project.

Book Funds This was previously discussed under Special Funds Report.

NEW BUSINESS

Judith Menges Book Fund This was previously discussed under Special Funds Report.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2013 Report updated March 2013 was reviewed. Many of our statistics are slightly down. Attendance numbers are down with the new equipment. This equipment counts a group as one person. Ms. Canelli stated it would be very expensive to purchase equipment to count the number of people entering the library in a group. Putting a volunteer at that location to get an accurate count was discussed. This is our second month using this new counter.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated February 12, 2013 for January 2013. Brian Samek stated he is currently conducting a class on Tuesdays and Wednesdays with a maximum of two people in each class to educate people on using various e-Reading technology. Ms. Begg inquired about the Stitch Therapy group that starts in May.

Facilities Update Ms. Canelli reviewed Mr. Croak's Monthly Report February 2013, dated March 4, 2013. She updated the Board regarding library safety/security and the code to be established. A manual will be created stating proper procedure for staff. Ms. Canelli instructed her staff on the proper way to handle 911 calls, so that all staff would be on the same page.

Departmental Reports The six-page report March 2013 for the month of February 2013 was reviewed and discussed.

News Releases These were reviewed.

Personnel There was no report.

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

Friends of the Library Their meeting was cancelled and is rescheduled to be held prior to their book sale.

DIRECTOR'S REPORT – continued

Minuteman These meetings were covered in Ms. Canelli's Advocacy and Marketing report.
Network & MA Library System (MLS)

Search There were no search warrants.
Warrants

Miscellaneous Ms. Canelli stated a suggestion in the suggestion box was that the new book
Advisories arrangement is not suitable for elderly readers as many have difficulty in bending
down to access the lower books. Non-fiction usage has increased due to their new
location. Ms. Canelli posted a comment near the New Books explaining why some of
the library's collection has been reorganized. She believes the New Books
arrangement is an excellent idea for most patrons and staff.

Ms. Canelli stated we have not heard regarding upcoming budgets. We should hear
something at the town department meeting in April. She explained the town makes the
cuts and notifies the department heads.

Town meeting begins May 13.

The next meeting is scheduled for April 9, 2013.

STAFF/PUBLIC REMARKS

Mr. Samek read *Le Fruit de la Passion* written in French by Karel Glastra Van Loon and set in the
Netherlands.

Ms. Canelli has not been reading as she has been watching the TV Breaking Bad series. It was
suggested to her to watch Justified. She is currently reading *Saturday Night Widows* by Becky
Aikman. She stated the harpist Lizary Rodriguez Rios, along with four of her students, ages 12-16
years old, all performed at our library to an appreciative crowd of 75 on Sunday, March 10.

TRUSTEES' REMARKS

Ms. Reardon read *On Beauty* by Zadie Smith, the short stories, *Tenth of December* by George
Saunders and *Gone Girl* by Gillian Flynn.

Ms. Begg has been speed reading. She read *Mockingjay*, the third book in the *Hunger Games* series
by Susan Collins and *Defending Jacob* by William Landay.

Ms. Fanning read *When America First Met China: An Exotic History of Tea, Drugs, and Money in
the Age of Sail* by Eric Jay Dolin, *In Pursuit of Giants: One Man's Global Search for the Last of the
Great Fish* by Matt Rigney, and *Autopsy of War: A Personal History* by John Parrish.

Trustees' Remarks – continued

Mr. Prince read *Felix Mendelssohn: A Life in Letters* by Rudolph Elvers and Craig Tomlinson, *Red Doc*, poetry by Ann Carson, and *Mozart in the Jungle: Sex, Drugs, and Classical Music* by Blair Tindall. He is planning to read *The Uncommon Appeal of Clouds: An Isabel Dalhousie Novel* by Alexander McCall Smith and *Raven Black: Book One of the Shetland Island Quartet* by Ann Cleeves.

Ms. Hines listened to *No Easy Day* by Mark Owen.

Ms. Pipes read a young adult novel, *The Tragedy Paper* by Elizabeth Laban.

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

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary