

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes March 4, 2014

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

MINUTES A motion was made/seconded (Begg/Prince) and unanimously voted to approve the minutes of both the February 11, 2014 regular meeting and the minutes of the February 11, 2014 Executive Session.

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

CORRESPONDENCE

Ms. Canelli stated she today received a notice from the Personnel Board regarding holiday policies.

FINANCIAL REPORT

Current Status The Current Status Budget FY14 dated March 4, 2014 was reviewed.
FY 14 Budget

Special Funds Ms. Canelli reviewed the Special Funds Report FY14 dated March 4, 2014. This
FY14 Report report will include Roger McLeod Fund in April which to date has approximately \$1,400 in deposits. Mr. McGuire, Town Treasurer, and Mr. Thornton, Town Accountant, will set up this fund.

OLD BUSINESS

Noise in the Ms. Canelli reported that there were two incidents to which the police were called and
Library/Teen responded. A patron had passed out, but was all right when the police arrived. The
Behavior second episode was a problem with a woman who left a bag unattended.

FY15 Budget Ms. Canelli stated she has not heard anything from the town. Discussion followed. She is speaking with Joe Greeley regarding the budget status. Both she and Mr. Prince will speak with him again and present the Technology Update.

Staff Assoc. A motion was made/seconded (Prince/Begg) and unanimously voted that this item be
Contract moved into Executive Session following tonight's meeting.
Negotiations

Air John Carroll forwarded the bill from Ranalli Construction to the Library. Mr. Prince
Conditioning proposed a letter be sent to Mr. Carroll. Much discussion followed regarding also sending a letter to town meeting, the selectmen and the Permanent Building Committee. The bill is \$2,000 to \$3,000. It was agreed we did not want this work done, as we wanted a study seemed the more appropriate course of action and payment for this study was approved at Town Meeting. It was agreed Ms. Canelli will write

OLD BUSINESS – Air Conditioning – continued

the letter to Mr. Carroll and return the bill to him. Ms. Fanning will sign the letter for the Board. It was announced that tonight's meeting is Ms. Fanning's last meeting. However, she will still be the chair of the Board until after the April election.

At 7:50 p.m. Mr. Stuart Plumer joined the meeting to wish Ms. Fanning a very fond goodbye. He thanked her for all the service she has given to this library and wished her well in her retirement from the library. He then stated it is good to see all and left the meeting.

NEW BUSINESS – There was no new business.

DIRECTOR'S REPORT

Annual Report Ms. Canelli distributed the four-page final version of the Annual Report for 2013. It will be included in the Town Report 2013 which will be distributed at the May 2014 Town Meeting.

Circulation Statistics Ms. Canelli reviewed the three-page Library Statistics 2014 dated 3/4/14. She stated the Westwood Library will soon be open to the public but will close again for the installation of new ceiling tiles. The children's dept. is working hard to display their collection to increase circulation and subsequently, their circulation has increased. Some of the statistical decreases this winter were due to snow days and bad weather. Our public PC use is going down but WiFi use is going up. Ms. Canelli discussed Hoopla – an online service that includes movies, audiobooks and music. They are reviewing the costs and benefits and may add it in FY15 and they may discontinue Freegal after the review of statistics. Changes will be coming to our adult reference as the librarians weed the reference book collection. They will be accessing this space for possible other use. They may consider offering a workshop on "how do you do research" information.

Advocacy/ Marketing Ms. Canelli reviewed the two-page report dated 3/4/14 for February 2014.

Facilities Update Ms. Canelli reviewed James Croak's Monthly Report February 2014 for March 4, 2014 Trustees' meeting, report dated 2/24/14.

Departmental Reports The seven--page report dated March 4, 2014 for the month of February 2014 was reviewed and discussed.

She distributed the five-page Technology Report Feb. 2014 by Allison Palmgren stating Allison is still working to replace XP machines and software. Following discussion, Mr. Prince suggested in the future we contact who is placing signs by our book drop asking them not to do so.

DIRECTOR'S REPORT — continued

News Releases Ms. Canelli stated we are doing a great job getting news releases in the papers. She believes we can eliminate or downsize this distribution to the Board due to the cost of copying. April currently will now give the Board copies of all flyers, newsletters, library columns and unusual and/or important news releases.

Personnel *Dept. Head Adult and Information Services and Information Services Librarians:* Ms. Canelli stated we have approval on both positions from the Personnel Committee. As soon as it was approved, we posted the position on the MBLC jobs site with a two-week expiration date.

April will accept the position of Adult and Information Services Department Head on the expiration date. April has accepted the job in advance as she will be on vacation.

Programming One Book – One Community – Norwood Reads *Following Atticus* kick-off event at The Norwood Theater will be held on March 16 at 7:00 pm. We had 70 copies of the book. People are reading the book as all 70 copies were out of the library. The title is also available on the Nook and OverDrive, both Advantage and network copies.

Friends of the Library Ms. Canelli reported they had a successful meeting last night and they have a meeting tomorrow night. They also plan a golf fundraiser event.

Minuteman Network & MA Library System (MLS) This was part of Ms. Canelli's Departmental Report.

Search Warrants There were no search warrants.

Miscellaneous Advisories There were no miscellaneous advisories.

Our next meeting is scheduled for April 8, 2014.

STAFF/PUBLIC REMARKS

Irene Gotovich read *The Woman Who Lost Her Soul* by Bob Shacochis.

TRUSTEES' REMARKS

Mr. Prince read *The Plague* by Albert Camus. He just started reading *Leningrad: Siege and Symphony: The Story of the Great City Terrorized by Stalin, Starved by Hitler, Immortalized by Shostakovich* by Brian Moynahan.

Ms. Pipes is reading *Identical* by Scott Turow.

Ms. Canelli read the Library of America's Collection of the *Little House* books by Laura Ingalls Wilder.

TRUSTEES' REMARKS (continued)

Ms. Reardon read *Sycamore Row* by John Grisham and *Transatlantic* by Colum McCann.

Ms. Begg has been reading a lot, including *Women of a Dangerous Age* by Fanny Blake and *The Spymistress* by Jennifer Chiaverini. She is also involved with Scout troops.

Ms. Fanning read *Prairie Spring: A Journey into the Heart of a Season* by Pete Dunne and *The Art Detective: Fakes, Frauds, and Finds and the Search for Lost Treasures* by Philip Mould. She has also been enjoying Norman Rockwell's and Winslow Homer's paintings.

At 8:45 p.m. the Board presented Ms. Fanning with a retirement gift and card. All thanked her for all she has done for the library.

At 8:47 p.m. a motion was made/seconded (Prince/Begg) and unanimously voted that we move into executive session for the purpose of discussing strategy with respect to collective bargaining as discussion of this topic in open session may have a detrimental effect on the Board's bargaining position, and that we will reconvene only for the purpose of adjourning the regular meeting. Ms. Gotovich left the meeting at this time.

A motion was made/seconded (Prince/Begg) and unanimously voted at 9:53 p.m. to reopen the regular meeting. A motion was made/seconded (Pipes/Prince) and unanimously voted at 9:53 p.m. to adjourn the meeting.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary