

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of March 6, 2012

PRESENT Stuart Plumer, Chair; Patricia Fanning, Vice Chair; Sarah Begg, Susan Pipes, Patricia Hines, Cashman Kerr Prince - Trustees; Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representative present: Kelly Unsworth and Fall 2011 library intern, Khara Whitney Marsh.

Mr. Plumer introduced and welcomed guest Patricia Reardon who will be running in the upcoming town election for the Board's open position following Mr. Plumer's retirement.

MINUTES A motion was made/seconded (Fanning/Prince) and unanimously voted to move Staff Comments forward now for discussion. Ten staff members then joined the meeting. They thanked Mr. Plumer for his 33 years of service at the library stating how much they appreciated him for recognizing their interests, for his work with the library renovations and for always having his heart with the library. They appreciate him so much and will miss him on the board. They then presented him with a gift from the staff. Mr. Plumer thanked them stating he will continue visit the library frequently and that they will also see him at the Board's April meeting. He then opened his gift of a beautiful note and gift card. All staff but Kelly Unsworth left the meeting at 7:35 p.m.

A motion was made/seconded (Prince/Fanning) and unanimously voted to approve the minutes of the February 14, 2012 regular meeting. A motion was made/seconded (Prince/Fanning) and unanimously voted to approve the minutes of the February 14, 2012 executive session with the following correction noted on the first line of the third paragraph: "Mr. Prince summarized the February 13, 2012 meeting with the Staff Association ...".

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

CORRESPONDENCE

There was no correspondence.

FINANCIAL REPORT

Current The Current Status Budget FY12 dated March 2012 was reviewed by Ms. Canelli.
FY12 Budget She also reviewed the Current Utilities FY12 Morrill Memorial Library March 2012
Status Report.

Special Funds Ms. Canelli reviewed the Special Funds Report dated March 2012.
Report

FY13 Ms. Canelli reviewed the Updated FY13 Budget March 2012 Library Report, the
Budget two-page memo dated March 1, 2012 to all general government departments from
Update Catherine Carney regarding Proposed FY13 Budgets, and Ms. Canelli's memo dated 3/2/2012 to Cathy Carney regarding Library Incidentals Proposed Budget Revision.

OLD BUSINESS

Repair & Maintenance Projects 2012 *Masonry and front door repair:* Mr. Croak reviewed his report which he had previously submitted to the trustees. Aran Islands Masonry will complete the repairs to the front steps for \$2500 and the invoice will be paid from the Cushing Fund.

Carpet replacement staff room: Mr. Croak stated the carpeting is 10-15 years old and has been maintained properly. He received quotes, which do not include moving furniture or matting, from Kennedy Carpets and Fashion Carpets. He did request two other bids, but the companies did not reply. He recommends Kennedy Carpets if we decide to replace the carpeting in the high traffic areas of the library. He highly recommends matting needs to be included. Work could be done over a weekend in the summer. Mr. Croak explained his memo from last month regarding the staff room stating vinyl planking is the most durable and can be washed daily. The cost would be \$3,500 including the kitchen. It would cost \$2,200 to replace with carpeting. Discussion followed. Ms. Begg suggested he get a price to deep clean and apply Scotch Guard to the existing carpet. A motion was made/seconded (Fanning/Prince) and unanimously voted to table this discussion until next month and have the trustees look at the kitchen area flooring.

Mr. Croak stated in the future we should replace all library carpeting. Ms. Canelli raised discussion regarding the library submitting a capital expenditure request for carpeting the complete library, parking lot sealing and other projects to reach the required \$100,000 to present to the town's Capital Outlay Committee for an upcoming year, possibly 2014 or 2015. This will be on the Board's April agenda.

Mr. Croak also recommends cleaning all carpets now, Scotch Guard be applied, and runners for the old carpeting be purchased. He strongly recommends now purchasing two runners at a cost of approximately \$500. Following discussion, a motion was made/ seconded (Fanning/Begg) and unanimously voted to purchase two runners not to exceed \$600 to be paid from the Cushing Fund.

Mr. Croak then spoke to Mr. Plumer regarding his retirement and then left the meeting. He was thanked for his presentation.

Staff Assoc. Contract Negotiations FY12-FY14 Mr. Prince reported the Memorandum of Agreement has been signed, and we are waiting for the signing of the contract the Staff Association members.

2011 Annual Report The 2011 Annual Report was submitted.

Franklin Ms. Canelli reported she surveyed neighboring libraries and $\frac{3}{4}$ are not lending,

Decertification Update although some had a blanket policy already in place. About three to four libraries voted to wait until the result of Franklin's appeal to the Board of Library Commissioners. The MBLC will vote on the appeal on April 5. This will be on our April agenda.

OLD BUSINESS – continued

Noise in the Library Ms. Canelli stated we have made some progress. Signs are up and areas continue to be monitored. This will be on next month's agenda.

Boiler and Capital Outlay Update Ms. Canelli will check around the beginning of April for a date when the boiler replacement will begin.

Town Election April 2 Trustees were reminded of the upcoming town election on Monday, April 2.

NEW BUSINESS

Weston Observatory Seismology Education Project Mr. Plumer reported on his visit to the Weston Observatory. They are soliciting libraries to place a seismology machine and have programs for the public. He summarized his visit. They monitor earthquakes for eastern Massachusetts. The observatory would install the equipment and their scientist would come here for four months to implement the program and train our staff. The cost is \$10,200; however, Weston will provide information on grants which can be obtained to cover the cost. We do not contract with them until after receiving the grant money. Mr. Plumer gave the Board the information to review and will obtain the Board's decision at our April meeting. The observatory welcomes individual tours. This will be on next month's agenda.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2012 Report dated March 2012 was reviewed.

Advocacy/ Marketing Report Ms. Canelli reviewed the report dated March 6, 2012.

Facilities Update The report dated March 6, 2012 by James Croak was reviewed.

Departmental Reports The seven-page report dated March 1, 2012 was reviewed.

News Releases Press releases and media articles were reviewed.

DIRECTOR'S REPORT - continued

Personnel We have a new Simmons College intern, Melissa Theroux, who works each Friday.

Tony Cirillo has and will submit a doctor's note stating he will be out until April 15, and then may return to work on limited duty. He had a set back due to an infection. Ms. Canelli has adjusted staff accordingly.

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

Friends of The Library They will meet tomorrow night. They have a speaker coming on April 24, Suzie Canale, a local author of children's books.

Minuteman Network & MA Library System (MLS) Activities were included in the Director's Advocacy report.

Search Warrants There were no search warrants.

Miscellaneous Advisories Last Saturday a boy, who is here almost daily, appeared to be unconscious. The staff notified the police. The boy was accompanied by his mother and sister who did not seem to be alarmed. Discussion followed. Ms. Canelli will monitor the family in the future and 911 will be called if a similar issue arises.

The next meeting is scheduled for April 10, 2012.

STAFF/PUBLIC REMARKS

Ms. Reardon is reading *Road to War* by Richard Avery. She enjoyed the meeting.

Ms. Unsworth shared the following story. There was a little girl in today. Over the weekend her mother asked what she would like for her fifth birthday. The girl replied she would like her own library card.

Ms. Canelli introduced Khara Whitney Marsh, who was an intern here from March to December. Ms. Canelli stated she always brings interns to a Board meeting to round out their experience at the library; however, Ms. Marsh was unable to attend last fall due to her work study. Ms. Canelli had told her she could attend a trustees' meeting when her work allowed her to do so. Ms. Marsh stated she will be graduating in May, is new to New England and stated working at our library was a wonderful experience for her.

TRUSTEES' REMARKS

Ms. Hines enjoyed the digital version of *The Scarlett Pimpernel* by Baroness Emmuska Orczy.

Mr. Prince read *Ready Player One* by Ernest Kline, *A Train in Winter: An Extraordinary Story of Women, Friendship, and Resistance in Occupied France* by Carolyn Moorehead. Ms. Canelli stated

TRUSTEES' REMARKS - continued

that Charme Burnes, Mr. Prince's charming mother-in-law, spoke at a library program about her experiences on the Appalachian Trail and about her book, *It's Always Up: Memories of the Appalachian Trail*.

Ms. Pipes read *Night Road* by Kristin Hannah and *Extremely Loud & Incredibly Close* by Jonathan Safran Foer.

Ms. Fanning read *Yellow-Lighted Bookshop* by Lewis Buzbee and *At Home: A Short History of Private Life* by Bill Bryson.

Ms. Begg read *Faith* by Jennifer Haigh and *Split Second* by Catherine Coulter.

Ms. Canelli read *It's Always Up* by Charme Burns, *Shadow of the Titanic: The Extraordinary Stories of Those Who Survived* by Andrew Wilson. She mentioned that there are four books about the Titanic just in time for the 100 year anniversary of the tragedy.

Mr. Plumer stated this is his last meeting, although he will be back next month. This has been an amazing 33 years for him. He stated that it has been wonderful to serve in an institution like this and to be part of the renovation project. He thanked all and everyone he has worked with. He has read *A Covert Affair: Julia Child and Paul Child in the OSS* by Jennet Conant and *The Art of Racing in the Rain* by Garth Stein. He is in the process of rereading old Rumpole of the Bailey stories. He again thanked everyone.

A motion was made/seconded (Begg/Pipes) and unanimously voted to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary