

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of May 8, 2012

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

MINUTES A motion was made/seconded (Prince/Pipes) and unanimously voted to approve the minutes as revised of the April 10, 2012 meeting. The revision is on page 4, Staff/ Public Remarks, second paragraph, last sentence to read: She is currently writing about

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

CORRESPONDENCE

Ms. Canelli stated we received our final State Aid check. A letter from Joan Vater, a patron, was received stating how fortunate the town is to have such a wonderful library and staff. Ms. Canelli also received updated policy on Seasonal Employment for our files from the Personnel Board.

FINANCIAL REPORT

Current FY12 Budget Status The Current Status Budget FY12 dated May 2012 was reviewed by Ms. Canelli. She also reviewed the Materials Expenditure Budget FY12 dated May 4, 2012. She is hopeful that the municipal appropriation, State Aid and Gift Funds will be sufficient funding for materials expenditures in FY12. To date we have not spent any money from the Endowment Fund for materials expenditures. Discussion followed. A motion was made/seconded (Begg/Hines) and unanimously voted to allocate up to \$7,500 to ensure we make our materials allocation only if necessary.

Proposed FY13 Budget Ms. Canelli reviewed the two-page Library Budget FY13 that will be presented at the town meeting in May. She stated that she is working with town officials to ensure that the FY13 COLI raises are available to the library July 1 to ensure that the MAR is met for certification in FY13.

Special Funds Report Ms. Canelli reviewed the Special Funds Report dated May 2012. She will speak with Hank Gallant regarding how he would like to spend the remaining money in the Gallant Fund which is in memory of his wife. A bench, art work, and books were previously purchased in her memory from this fund.

OLD BUSINESS

Repair & Maintenance Projects 2012 *Flooring update:* A quote of \$70,000 was received for carpeting. Mr. Croak continues to receive quotes so that this can be added to our Capital Outlay Request list.

OLD BUSINESS – Repair & Maintenance Projects 2012 - continued

Air temp HVAC repair: Mr. Croak attended a meeting May 8 at town hall with engineers. Ms. Canelli reviewed the status of the repairs stating the boiler and asbestos was removed in one day. We had no complaints regarding the noise during the removal. Replacement of boilers continues through June 20.

Capital Outlay Update Ms. Canelli summarized the Capital Outlay meeting she attended Tuesday night where she announced that we will be looking for new carpeting for the library. At that meeting discussion was focused on whether we need to move the bookcases to put carpeting under them or just carpet around the bookcases.

Noise/Teen Behavior Noise continues. There was a situation today regarding an 11 year old boy's mother, who was on the second floor and not with the child, stating the boy was being bullied. The police were called by the mother. When they came, they spoke with the boy, the mother and others involved. Much discussion followed regarding this family. We continue to work on this concern.

Town Meetings Trustees were reminded of upcoming regular and special town meetings beginning on May 7 and 14. Ms. Canelli will attend town meetings but will be on vacation May 23 – 27.

Stuart Plumer Retirement On May 22, 7:00 p.m. the selectmen will honor Stuart Plumer for his years of service to the library. Library trustees and the library director will attend. The library trustees will take Mr. Plumer and his wife to dinner on June 5.

Sastavickas Scholarship We have two applications and expect more prior to May 15. Ms. Canelli, Ms. Fanning and Ms. Simons will select one recipient after May 15. The announcement will be made after the Board approves the recipient at the June Board meeting.

Staff Association Contract We have a draft of the contract. We are waiting for the final contract and hope to receive it prior to our June 12 Board meeting. Mr. Prince will notify our attorney that we need it prior to that date.

NEW BUSINESS - There was no new business.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2012 Report updated May 2012 was reviewed. E-books were discussed. Discussion was also held regarding our literacy program. Literacy and Outreach programs work together.

Advocacy/Marketing Report Ms. Canelli reviewed the two-page report dated May 8, 2012.

DIRECTOR'S REPORT - continued

Facilities The report dated April 27, 2012 by James Croak was reviewed.
Update

Departmental The six-page report dated May 3, 2012 was reviewed.
Reports

News Press releases and media articles were reviewed.
Releases

Personnel Although Mr. Cirillo is feeling better and has returned to work, the town physician has declared he is unable to perform many of his duties. In consultation with HR and town counsel, it was determined that Mr. Cirillo will be working half time through May 30. He may take the other half time as vacation or sick time if he elects to do so. We will continue to employ a part time custodian to be here to do what he is unable to do. He will see the town's physician for another evaluation prior to returning full time.

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

Friends of Their book sale raised about \$1,750. The board will meet again in May.
The Library

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

Search There were no search warrants.
Warrants

Miscellaneous The one incident was discussed above under Old Business – Noise/Teen Behavior.
Advisories

The next meeting is scheduled for June 12, 2012.

STAFF/PUBLIC REMARKS

Ms. Gotovich has read *Hunger Games* by Suzanne Collins and *Roses* by Leila Meacham which was recommended to her by a patron who has become a friend. She read both books to have an understanding of readers' taste. She will be attending the MLA conference Wednesday and Thursday, May 9 and 10, and hopes to get a lot of useful information from it.

TRUSTEES' REMARKS

Mr. Prince read *Paterson* by William Carlos Williams.

Ms. Pipes read *Fifty Shades of Grey* by E.L. James. She stated that she often reads the "popular list" of books to determine why people read them, although they are not always books she would normally read.

TRUSTEES' REMARKS (continued)

Ms. Hines is enjoying reading the old classics on her electronic device. She has read *Twenty Years After* and *Camille: or the Lady of Camellias* by Alexander Dumas.

Ms. Canelli read *Hunger Games* by Suzanne Collins. She has begun reading fiction and is enjoying very much how quickly she can read through a fiction book. She has read *Left Neglected* by Lisa Genova, *The Beginner's Goodbye* by Anne Tyler, *Radioactive: Marie and Pierre Curie - A Tale of Love & Fallout*, a graphic novel by Lauren Redniss.

Ms. Reardon read *The Gathering* by Anne Enright and *Jacqueline Kennedy: Historic Conversations on Life with John F. Kennedy* by Caroline Kennedy.

Ms. Begg read *Quinn and Bonnie*, the Eve Duncan series by Iris Johansen and *Home Front* by Kristin Hannah.

Ms. Fanning read *A Summer of Humming Birds: Love, Art and Scandal in the Intersecting Worlds of Emily Dickinson, Mark Twain, Harriet Beecher Stowe, and Martin Johnson Heade* by Christopher Benfey, *The Humming Bird Cabinet* by Judith Pascoe, and *The Orchard* by Theresa Weir.

A motion was made/seconded (Prince/Hines) and unanimously voted to adjourn the meeting at 9:10 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary