

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes April 12, 2016

Trustees: Sarah Begg; John Hall; Deborah Henry; Patricia Hines;  
Susan Pipes, Vice Chair; Cashman Kerr Prince, Chair  
Director: Charlotte Canelli;  
Staff representatives present: Jeffrey Hartman; Meredith Ruhl, Intern  
Recording Secretary: Amy Chandler-Nelson  
\* Denotes absence

Mr. Prince called the meeting to order at 7:36 p.m.

**MINUTES**

A motion was made/seconded (Begg/Hines) to approve the March 8, 2016 minutes of the open session meeting and the March 8, 2016 minutes of the Executive Session. Mr. Hall asked that the words “at the meeting Mr. Hall attended” be struck from the third paragraph in the Correspondence section of the open session minutes. With this amendment, all voted in favor of both sets of minutes.

**WARRANT**

The warrant was presented by Mr. Prince and signed by all trustees.

**CORRESPONDENCE**

Ms. Canelli has received the final Accelerated Step Increase Policy from the Town of Norwood Personnel Board. The Board of Selectmen has also distributed a notice of Special Town Meeting, to be held on Monday, May 9, 2016. The Annual Town Meeting will follow.

Mr. Prince has sent a letter, dated April 5, 2016, to Mr. Allan Howard, Chair, Town of Norwood Board of Selectmen, to request permission to send an insert in the September 2016 Norwood Light bills, to promote Morrill Memorial Library Outreach Services.

The Library has also received a letter from the MBLC about the final payment of State Aid to Public Libraries Award; payment that will be made by electronic transfer in the amount of \$17,952.38 in the next few weeks.

The Library received a thank-you letter from the Bruins concerning the library’s participation in the ninth annual PJ drive, which was quite successful, garnering 8,312 sets of pajamas and \$11,298 in cash. The drive made for a tremendous amount of work for the Children’s Department. There were lots of boxes of PJs collected, and custodial staff had to move books to accommodate them. This was the best drive to date.

Ms. Canelli also reported that the Assistive Technologies/Low Vision Open House offered by the Outreach librarians and Technology Librarian last Friday was well attended.

The Staff Association has approved the Custodial Salaries Increase and will be signing the MOA that Town Counsel Kevin Bresnahan prepared.

The Board and Ms. Canelli will distribute cards to Ms. Tigue and Ms. Warren, who lost a father and husband.

## **FINANCIAL REPORT**

### **Current FY16 Budget Status**

There were no questions regarding the Current FY16 Budget Status. Ms. Canelli sent a memo to Mr. McQuaid and to Mr. Marsh, dated March 17, 2016, concerning the Literacy Volunteers of MA and check received, which will be deposited into a new LVM grant account. She met with Mr. Marsh, Mr. McQuaid, and Mr. Prince to discuss the accounts on April 6, 2016. The Literacy Grant money is now separate from the Monahan Fund.

### **FY16 Special Funds Report**

The Sastavickas Scholarship Committee is accepting applications through May 15<sup>th</sup>, for its \$500 scholarship. Decisions will be made by June 30, 2016.

The Library is in good financial shape, which makes things less stressful. The lighting project has been completed and Ms. Canelli is interested to see how the LED lighting will be reflected in the utility bill.

### **FY17 Budget Update**

The Restitution or Revolving Fund needs to be authorized as an account, and Ms. Canelli wrote to Mr. Greeley, Town of Norwood Finance Commission on April 6 to that effect. Mr. Prince also wrote to Mr. Howard, Chair, on April 8, 2016, requesting permission for an article to be included on the Special Town Meeting Warrant to authorize a Revolving Fund. Ms. Canelli will be present at the meeting, to answer any questions that might arise.

The Restitution Fund has been used to cover roughly \$5,000 per year of snow and ice expenditures in the past, but now it will be spent on books and other expenses that the account is meant to cover. With a revolving fund, roughly \$13,000 in fines and fees for damaged and lost books can be kept to cover those materials. It is expected that a Revolving Fund will have a balance less than \$20,000, but it can roll over from year-to-year.

The Library has been approved as a Boston Passport Agency and library staff will be trained on Wednesday, April 13. Passport application processing will begin in summer 2016. It is expected that the \$25 fee per application will cover library costs associated with this service. There may be possible opposition to Article 16, which will allow the library to keep certain fees and fines, which will no longer go into the general fund. People think that fines they pay stay at the library, but that is not so. A revolving library account serves the library's needs and allows the budget to reflect expenses accurately. For the first time, the Library will not have to pay for books and materials from State Aid. The Revolving Fund, with changes to the State Aid

application, will not part of MAR, and is not appropriated.

## **DIRECTOR'S REPORT**

- 2016 Circulation Statistics  
Director's Advocacy/Marketing Report
- There were no questions regarding circulation statistics.
- Ms. Canelli has a meeting scheduled with Ms. Pizzi on April 15, but it might be delayed, due to a funeral. Ms. Canelli has not heard more about the elevator hearing that was held.
- Facilities Update:  
Capital Outlay Projects; Simoni Room Update;  
Security Update
- Mr. Carroll has requested that the Town Manager, the Town Account, the Assessor, and the Library Director be voting members of the Capital Outlay Committee, instead of ex-officio, non-voting members. This has been in the Charter since the early 1900s (unsure whether it was 1912 or 1922).
- Ms. Palmgren has been working with vendors for the Simoni Room Update. It will occur, but dates are being worked out.
- The carpet will be installed after July 1.
- Mr. Croak is working on arrangements for the security update/camera installation, but no date has been determined, yet.
- With regard to air conditioning, Mr. Carroll is waiting to see how much Mr. Ward expresses his displeasure, before taking more action. The air conditioner worked beautifully last summer. At the Capital Outlay Meeting, Ms. Canelli was asked about the cost for replacing compressors, which are now 16 years old. It may cost \$150,000 to do the job properly.
- Technology Report:  
Simoni Room  
Technology Update
- Mr. Prince asked about the Online Public Access Computer, which is not accessible to those in a wheel chair, and he asks that this be changed, to meet the needs of patrons and to meet ADA compliance regulations.
- Departmental Reports:
- There were no questions regarding Departmental Reports.
- News Releases
- There were no questions regarding the prepared News Releases.
- Personnel; Staff Association
- Ms. Canelli received a letter dated April 5, 2016, from the Staff Association regarding the custodial salary increases. The Association agrees to the mid-term reopener for the purpose of custodial wage adjustment.
- Programming
- There were no questions regarding Programming.
- Friends of the Library
- The meeting of the Friends of the Library will be held on April 15, 2016. The fall book sale will be coordinated in May.

Search Warrants            There were no Search Warrants.

Miscellaneous  
Advisories                 There was an incident concerning teen behavior with police involved. Five students were bullying and terrorizing two young St. Catherine's students. It was chaotic near the Circulation Desk. One girl fell and the library received a phone call from an upset mother. Three students were disinvited to the library. One older student made an appointment and discussed the situation with Ms. Canelli; parents of this person were involved in the meeting. One student witnessed the incident and didn't stop the younger kids. There was sexual harassment (touching), and some students took an iPad, coat, and homework of the victims (which was finally given back to the girl.)

One woman patron was abusive to staff at the front desk this month.

Norwood Police removed a male person, who was using a public computer in the reference area, from the Library on April 12, 2016; no library staff was involved.

Within the last few days, multiple schools in the area, roughly 20, received bomb threats. It might be that these threats are coming from a free robo-calling service.

**OLD BUSINESS**

Noise in the  
Library/Teen  
Behavior                 Aside what was reported in Miscellaneous Advisories, there were no additional issues.

Employee Handbook  
Update                    There is no information to share with regard to the Employee Handbook Update.

Elevator Hearing,  
March 10, 2016            Ms. Canelli expects to receive correspondence concerning the Elevator hearing within the next two or three weeks.

**NEW BUSINESS**

Election Results            Ms. Pipes and Mr. Prince were re-elected and have been sworn in. Certificates have been given to Ms. Canelli.

On April 12, 2016, Ms. Canelli attended Student Government Day, which provides a forum for a mock town meeting to students. The program now includes freshman. One 9<sup>th</sup>-grader told Ms. Canelli that he wants to be a library page and that he has volunteered at the library.

**The next meeting is scheduled for May 10, 2016, at 7:30 p.m.**

**STAFF/PUBLIC REMARKS**

There were no staff/public remarks.

**TRUSTEES' REMARKS**

Ms. Begg, Mr. Hall, Ms. Henry, Ms. Hines, Ms. Pipes, and Mr. Prince gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from Ms. Canelli, Ms. Ruhl and Mr. Hartman, can be found attached with titles, authors, book covers and links to the library catalog.

There was discussion about moving the May 10 meeting to a different date, because Mr. Prince, Chair, cannot attend. Ms. Pipes will chair the upcoming meeting, instead.

A motion was made/seconded (Pipes/Hall) and unanimously voted at 8:41 p.m. to adjourn the meeting. All left the room, as there was no Executive Session to follow.

Respectfully submitted,

A handwritten signature in black ink, reading "Amy B. Chandler-Nelson", is written on a light yellow rectangular background.

Amy B. Chandler-Nelson  
Recording Secretary