

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes December 8, 2015

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

Mr. Prince called the meeting to order at 7:34 p.m.

**MINUTES**

A motion was made/seconded (Pipes/Hall) to approve the November 10, 2015 minutes of the regular meeting. Mr. Hajjar's name will be spelled correctly and a highlight will be removed. With these amendments, all voted in favor.

**WARRANT**

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

**CORRESPONDENCE**

The Town of Norwood Personnel Board sent a Public Hearing Notice to obtain feedback on the proposed Accelerated Step Increase Policy. Ms. Pipes will attend the December 14, 2015 meeting, which begins at 7:15 PM and Ms. Canelli will try to attend. Mr. Prince cannot be present, due to a previous obligation.

Ms. Canelli reported that the MBLC has received the FY2017 Action Plan.

On November 6, 2015, the Library received a Notice of Decision on Appeal regarding the elevator inspection. In its letter dated October 28, 2015, the Commonwealth of Massachusetts Department of Public Safety has requested the Library submit \$12,900 to cover the previously imposed fine. A hearing may be requested within 30 days of receipt of the letter. Brandon Moss sent a public records request for inspections and correspondence involving the elevator at the library. Ms. Canelli will reach out to him for an update. It is expected that the Library will file another appeal.

Ms. Canelli circulated a document from Library Hotline, Trustees' Corner, a Library Journal, entitled *Advice to a New Trustee*.

**FINANCIAL REPORT**

Current FY16  
Budget Status

Mr. Prince noted that 98% of the Miscellaneous line item has been spent. Ms. Canelli reported that it covered postage for inter-library loans (ILL), which is not covered in the regular postage line. With the new ILL process, Wellesley no longer handles these items, so there is a cost incurred. In

addition, this covers petty cash items and various items for programs. Ms. Canelli will look into a procedure that reflects real costs for postage.

FY16 Special Funds Report State Aid has been received in the amount of \$17,150.44 which is approximately one-half of the award.

FY17 Budget Submission The FY17 Budget has been submitted. Ms. Canelli does not expect to hear from FinCom until February. It tends to be the budget balancing committee that decreases the Library budget. Upgraded salaries for custodians are included in the Library's budget.

### **DIRECTOR'S REPORT**

2015 Circulation Statistics The circulation statistics are not yet available, so they will be presented next month.

Kate Tigue has presented 23 programs to children this past month, which was a record. In year's past, it was not unusual to have just 5 programs. There were 60 people at story time today. Programming is drawing huge crowds, there is great demand for them, and staff is doing a wonderful job. Sometimes the local reporter comes and generates an article for the newspaper. Reporter Brad Cole recently interviewed Jean Todesca about the STEAM grant. This month, the children's LSTA STEAM programming features dinosaurs, and next month will feature art. A former elementary school teacher will assist Ms. Tigue with some of the events. Mr. Hall suggested there might be an opportunity to partner with the Norwood Art Association for some of these events.

Director's Advocacy/Marketing Report There were no questions with regard to the Director's Advocacy/Marketing Report.

Facilities Update: Capital Outlay Projects; Simoni Room Update The projector screen has been installed. Ms. Carney is managing the bid process and the DPW project and other projects for the town are keeping her from responding to Ms. Canelli. The stage curtain that was installed in 2001 has been falling down and is a hazard. It is also stained and frayed and has been duct taped, as a temporary repair. Consequently, Ms. Canelli ordered a new one, albeit a lighter one, because there is no need to block light. Chair covers were also ordered at the same time. Invoices from Lisbeth's to cover deposits for the drapery and upholstery for 24 chairs have been received. Mr. Croak will paint the room before the carpet is installed. It is almost 15 years since this has been done. Ms. Canelli reached out to both Hank Gallant (Ellie Gallant Fund) and Ruth MacLeod (Roger MacLeod Fund) and both agreed to fund these two furnishing projects.

Technology Report: Simoni Room Technology Update There were no questions with regard to the Technology Report.

Departmental Reports There were no questions regarding prepared Departmental Reports.

- News Releases            There were no questions regarding the prepared News Releases.
- Personnel                 There were no questions regarding Personnel.
- Programming             Ms. Reed's program keeps filling up and is in great demand, as well as knitting lesson. Stitch classes continue and the culinary Norwood program will start again. Ms. Begg said she knows a sixth grader who wants to talk about knitting and crocheting for girl scouts. There is a knitting tree outside of Ms. Canelli's office.
- Friends of the Library    Ms. Henry reported that the book sale brought in \$1,300. The Friends received \$300 from Empire in July/August. The membership drive began with forms sent with the recent light bill.

The Friends of the Library book sale is an ongoing sale and donations might need to be restocked. The next meeting will be held on December 17.

- Search Warrants         There were no Search Warrants.
- Miscellaneous  
Advisories                The parent that was the subject of last month's discussion thanked Ms. Canelli for the tables and additional seating in the children's room. After the desk is put in, she may have to reassess this space, as there may be too many tables at that time. Fire code prohibits too congested an area. It is very busy in this area. Parents with children under five years of age crave library services and early literacy programs.

**OLD BUSINESS**

- Noise in the Library/Teen Behavior    There were no incidents concerning Noise in the Library/Teen Behavior.
- Employee Handbook Update    Ms. Pizzi and Mr. Bresnahan have been requested to review the most recent version of the Employee Handbook. Ms. Pizzi has been without an administrative assistant for four to five months and her time is scarce. Ms. Canelli will meet with her via phone conference. This handbook will be finalized before May.

- Personnel Board Code of Conduct    While there is no obligation to take action on this, a question is whether the Board wants to make reference to the Personnel Board Code of Conduct in the Library's bylaws.

Ms. Hines thought it would be good to add the reference to the bylaws and Mr. Hall was prepared to put it to a vote. A motion was made/seconded (Ms. Hines/Mr. Hall) to adopt the language that Mr. Prince proposed, to amend the text of Article 1 Section 3 to read, "Notwithstanding anything herein to the contrary, the Board of Trustees and its individual members shall adhere to the principles of good government, including compliance with Commonwealth ethics rules and regulations. No action shall be taken by the Board that is inconsistent with state or municipal laws or the charter

of the town of Norwood.” A roll call vote was taken and all approved. Mr. Prince will write a note to Mr. Hajjar with this update.

2015-2016 Review  
of Policies: Room  
Use

The discussion of the Room Use policy was deferred until January, because Ms. Canelli has been unable to meet with staff for their input.

**NEW BUSINESS**  
FY17 Action Plan

Ms. Hines thought the timeframe looked good (July 1, 2016 through June 30, 2017). This work is not done on the calendar year, but during the fiscal year.

**The next meeting is scheduled for January 12, 2016, at 7:30 p.m.**

**STAFF/PUBLIC REMARKS**

There were no 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 recommendations from Ms. Tigue and Ms. Canelli, can be found attached with titles, authors, book covers and links to the library catalog.

At 8:11 p.m., a motion was made/seconded (Pipes/Hines) and there was unanimous approval to conclude the public meeting. All adjourned and left the room at 8:15 p.m., as there was no executive session to follow.

Respectfully submitted,



Amy B. Chandler-Nelson  
Recording Secretary