

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes December 9, 2014

PRESENT Trustees: Sarah Begg, Chair; John Hall; Patricia Hines;
Susan Pipes; Cashman Kerr Prince, Vice Chair; Patricia Reardon
Director: Charlotte Canelli;
Staff representative present: Jean Todesca
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Ms. Begg called the meeting to order at 7:33 p.m.

MINUTES A motion was made/seconded (Pipes/Hines) to approve the November 18, 2014 minutes of the regular meeting. All voted in favor.

WARRANT The warrant was presented by Ms. Begg and signed by all trustees.

CORRESPONDENCE

Ms. Canelli reported that Scott O'Neill has been reinvited to the library via letter by Brandon Moss (MHTL), Town Counsel. Mr. O'Neill has been asked read the rules of conduct associated with the library. He will be disinvited from the library once again if he makes other patrons uncomfortable.

Precision Elevator has been asked to pay the assessed fee to the Commonwealth. Many buildings in the state were assessed this fee; the Library will pursue a waiver process under the guidance of Brandon Moss (MHTL), Town Counsel.

The survey to be used in the Long Range Plan will be distributed with the Norwood Light Bill this coming May.

FINANCIAL REPORT

Current FY15 Budget Status Mr. Prince questioned the budget line item entitled Materials Electronic Format, which showed that expenditures came in at twice what was budgeted. Ms. Canelli explained that the budget was prepared one year in advance and before the Minuteman assessment had been calculated. This cost was double what it was expected to be and it is likely to be raised again next year.

Personnel costs are expected to be higher next fiscal year and there will not be the surplus that FY15 had experienced. There will be a wage increase in 2015 to be in compliance with changes in the Federal Minimum Wage law. If needed, this will be justified in May at the town meeting. Pages will receive a raise and raises for circulation staff could be considered, as well. Ms. Canelli noted that very few libraries in the metro-west area pay its circulation staff \$11 per hour to start. She feels that setting the raise cycle for part-time staff beginning in the calendar year is reasonable. Ms. Canelli

is working with Ms. Pizzi on this matter and will look to be equitable in setting salary increases to bring lowest paid workers up to the \$11 minimum by 2017.

Ms. Canelli has not heard anything about retroactive wages from the accountant's office, but nothing can happen by law until at least ten days after town meeting.

Ms. Canelli circulated a draft letter dated December 9, 2015 to Robert Marsh, Robert Thornton, and Alan Slater regarding 2% salary increases for part-time and minimum wage increases for paging staff. Before it is submitted, a typo will be changed to reflect an increase of 12.5%. In response to a question by Mr. Hall, Ms. Canelli said that one part-time worker has not yet graduated from college and that her salary will be revised once she receives her undergraduate degree. In the past, the town has not approved an increase for temporary seasonal workers, and, in lean years, wage increases for part-time workers have not been given.

Mr. Prince moved to approve the part-time wage increases as presented, which was seconded by Ms. Pipes and approved by all board members.

FY15 Special Funds Report The FY15 Special Funds Report was reviewed with no discussion.

DIRECTOR'S REPORT

Circulation Statistics Finalized statistics were not received until 3 p.m. December 9, so an incomplete listing was reviewed. Ms. Canelli projects that circulation will be down by 20,000 this year, similar to statistics at other libraries. Adult programs and children's program attendance has increased, however. Ms. Canelli anticipates that ebook and music downloads will increase, along with speed reads. Now that the recession is over, with a good economy, this contributes to a decrease in circulation. Patrons are also getting materials in different formats, such as magazines, for instance, which are now available electronically through personal subscriptions.

Director's Advocacy/Marketing Report Ms. Canelli will provide Mr. Hall with the Friends of the Library schedule again, per his request. She explained that the schedule is managed in Event Keeper and is not complete, and she will email information to him again. The next general meeting will be held January 22. There were no other comments.

Facilities Update With regard to the underground pipe and the loss of glycol, Mr. Prince asked if it could be lined from the inside. He was concerned about the environmental impact a leak might have. Ms. Canelli will bring this up with Mr. Croak, who has also been concerned about the glycol loss. Replacing pipes entirely might be expensive. (N.B.: Mr. Croak provided a follow-up report to his November 2014 report, which provided more details concerning the glycol issue. He has discussed the matter with Ross Weaver

of Guerney Engineering and, should the Board wish, a mechanical service contractor could do a hydrostatic test on the system to see if a leak is in the piping.)

Technology Report

With regard to the Simoni Room update and the need for a new projector, Ms. Begg acknowledged that it is very expensive and that there isn't expertise in the library for setting it up, so that outside sources will need to be called. Can some of the high school teachers, with hands on experience, or the technology manager at the high school assist? Buying components along with a lot of upfront work is difficult for Ms. Palmgren. She cannot install a projector herself – much of the cost is labor. Ms. Pipes asked if this could be considered for capital outlay, because it is in excess of \$20,000. Ms. Canelli has been told it is not a capital outlay project. Schools bundle such projects together, to come in at excess of \$100,000. If the projector is bundled with the carpet replacement, perhaps it could be considered as capital outlay, but the carpet replacement will not occur for a number of years. The room needs to be automated sooner than that, in order to meet patrons' expectations. Mr. Prince said that more details are needed.

Departmental
Reports

There were no questions from the Board regarding Departmental Reports.

Programming/News
Releases

Mr. Hall commented that each month patrons are informed about what the staff and trustees are reading. He asked if this could be organized by genre. Ms. Canelli said that a listing of new books is at the reference desk and that the library has tried to publicize this information in several ways, including those books that are in pre-publication, so patrons can reserve them. When scrolling through by location, materials are broken out by genre. (N.B.: Ms. Canelli followed up with information that each month the New Books are posted to the website with book jacket images and they are broken out by genre.)

Personnel

There was nothing to report Personnel matters for the Board.

Friends of the
Library

The Friends renewed their financial commitment to the library, even though their funds are depleting, because they are not making what they are contributing to the library. Their costs are roughly \$14,000 and they give the library \$10,000 to support programming, staff development, hospitality supplies, etc.

Mr. Hall wondered how they decide to increase their dues and by how much? They did increase it about two years ago from \$5 to \$10, along with some other, higher-end ranges. They have a concern that seniors won't support much more of an increase and it was said that many live in senior housing. Mr. Hall commented that non-profit organizations tend to underestimate what they'll get in response to a request. It was mentioned that roughly 400 responses are returned, even though 15,000 customers receive light bills with inserts. Mr. Hall thought that more money would be generated if a higher starting base was set. Other categories (\$25 and \$50

donations) were added a few years ago and it did not generate a large increase in donations. Mr. Hall thought an individualized letter and targeted fundraising might be worth investigating and he will suggest it, as liaison to the Friends of the Library. Perhaps there could also be a technology room patron, who could become a named donor.

Search Warrants There were no Search Warrants.

Miscellaneous A window was broken on the front door while the library was open. It was
Advisories cracked, perhaps by a knee, a foot, or a rock.

OLD BUSINESS

Noise in the Teen behavior is under control. Some boys are being boisterous, but Jean
Library/Teen Todesca, Head of Children's Services, is working with the principal of St.
Behavior Catherine's school, to address the matter.

Staff Association Ms. Canelli has not received the final contract from Town Counsel, yet.
Contract

Board Bylaws Mr. Prince sent an article to Ms. Canelli and Ms. Palmgren regarding an
item in the news; a library in Chicago is being sued. Although there is a
political dimension to this suit, it shows the need to follow established
policy and procedures, including a period of time to allow the public to
make comments.

Internet Use/WiFi This will be discussed at the January meeting.
Use/Social Media

Policies

Long Range Plan Ms. Hines has been impressed by the online course re: surveys offered by
Update the MA library system. Slides are available and she recommends that all
Board members take a look at them at a future point. The survey webinar
will be conducted each Tuesday in December. Ms. Canelli knows the person
who helped to create the last survey and feels that there is much greater
capability now when it comes time to create the survey. Ms. Hines will
send a link when the course has been concluded. Ms. Reardon said it
should be compared to the other survey. Mr. Hall wondered what kinds of
services the library could offer the business community. Are there courses
for small businesses that would be in demand and bring value, which, in
turn, could help to build a network of friends? The Neponset Valley
Business Association may do some of those things.

Ms. Canelli indicated that while Deb Hoadley of MLS sent a copy of a request for proposal, it was not relevant to this project. Ms. Canelli is still waiting to get responses from all seven individuals who have been contacted about their potential interest in involvement with this long-range plan. Other libraries are also doing this work, so the pool is somewhat small. In January, interviewing will commence and between then and now, Ms. Canelli and Ms. Hines will craft an RFP which will be sent as soon as possible.

Action Plan Ms. Canelli will submit an annotated plan to the trustees after January 2015.

NEW BUSINESS There was no new business to discuss.

The next meeting is scheduled for January 13, 2015, 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Todesca has enjoyed the activity and great programming of the library. She has seen increased activity in the Young Adults section and the movie Maleficent, shown during teen family movie night, was a draw. She said the adult reference programs have also been quite busy. Ms. Canelli asked the Board to be sure to take a look at the holiday trees that the staff had created.

TRUSTEES' REMARKS

Ms. Begg said the Girl Scout troop used the Simoni Room to create a blood spatter board, in order to work toward earning forensic science badges.

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

At 8:35 p.m., a motion was made/seconded (Prince/Pipes) and approved unanimously to conclude the public meeting. Ms. Todesca left the room at 8:35 p.m. and all adjourned, as there was no executive session to follow.

Respectfully submitted,



Amy B. Chandler-Nelson
Recording Secretary