

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes February 10, 2015

PRESENT

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

Ms. Begg called the meeting to order at 7:37 p.m.

MINUTES

A motion was made/seconded (Prince/Hall) to approve the January 13, 2015 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 has been in contact with Bob Thornton and she will meet with the Finance Committee on February 11, 2015 at 5:30 p.m. in the FinCom Room at Town Hall.

The library has just received The Massachusetts Trustees Library Association (MLTA) newsletter for Fall 2014 and for January 2015. Mr. Prince asked if all newsletters could be circulated as a PDF to all trustees. Ms. Canelli said that all library trustees are members of this association. She will check with the MLTA for PDF newsletters.

Ms. Pizzi has confirmed that retroactive cost of living increases have been submitted to the Town Treasurer's office and the Town Accountant's office and are moving forward.

FINANCIAL REPORT

Current FY15
Budget Status

Ms. Canelli pointed out that the very first bill for snowplowing was \$4,100, which did not include the work for snowfalls during the last two weeks. This was a huge bill, and was the largest that she has seen for this type of work, in fact. There was \$9,100 in Restitution Funds available before the winter months. The snowplow company (Folan Landscaping) charges by the first foot and then, above that, it is \$145 per inch. Mr. Croak is able to call them to ask them not to come, if the snow seems to be melting or if it appears that he and other custodial staff can clear the area themselves. There are extra costs associated with hiring a truck and backhoe to remove excess snow. A few years ago, there was a snow emergency, which made it necessary to shovel the roof, but, this year is exceptional. The town did help with snow removal in the winter of 2011, but there is so much snow to

contend with that town assistance is understandably limited this year. Ms. Canelli did say that Folan Landscaping was continually clearing the parking lot. Mr. Croak assured Ms. Canelli that he conferred with Mark Chubet who reassured him that the library was built to handle New England weather and they are confident that the roof does not need to be shoveled off. Other than the costs related to snow removal, all other line items remain on target.

FY15 Special Funds Report Ms. Canelli said the FY15 Special Funds Report includes a corrected version of January's report. There was no further discussion.

DIRECTOR'S REPORT

Circulation Statistics There were no questions from the Board regarding Circulation Statistics.

Director's Advocacy/Marketing Report There were no questions about the Director's Advocacy/Marketing Report.

Facilities Update There were no questions regarding the Facilities report.

Technology Report The Staff Wiki is incompatible with current browsers and software, so Ms. Palmgren recommends Wordpress for that function and she is updating the Staff Information Page accordingly. The Board had no questions about the Technology Report.

Departmental Reports In relation to a comment in the departmental report, Mr. Prince asked if sexual harassment is an issue at the front desk? Ms. Canelli assured the trustees that staff would contact her, if it got to that point.

Ms. Pipes asked for clarification about the online registration for library cards. Patrons sign up for a 30-day Minuteman library card, which allows a download of audio books right away. Patrons need an email address that works, however, and they must visit the library within 30 days to complete the library card application. Temporary accounts are deleted after 30 days.

Programming/News Releases There were no questions regarding Programming/News Releases.

Personnel There was no discussion about Personnel matters.

Friends of the Library Mr. Hall attended the Friends of the Library meeting and enjoyed the Norwood Arena Speedway discussion very much. Ms. Canelli attended the January 22 meeting, as well. The next Friends of the Library meeting will be held March 5. Ellen Ellis is not coordinating the next book sale and. Vicki Andrienas and Debbie Henry will manage the sale in early May.

Search Warrants There were no Search Warrants.

Miscellaneous There were no Miscellaneous Advisories.

Advisories

OLD BUSINESS

Noise in the
Library/Teen
Behavior

Ms. Canelli reported that there have not been many issues regarding noise or teen behavior.

Staff Association
Contract

On February 4, 2015, Ms. Pizzi's office sent salary scales and a contract. Payroll is preparing for retroactive cost of living increases to be paid in a couple of weeks.

Acceptable Use
Policy

The Board received a revised draft, dated 1/14/2015, which incorporated any changes previously requested. Trustees were pleased with the modifications. A motion was made/seconded (Prince/Pipes) to accept the Morrill Memorial Library Acceptable Use Policy as presented. All voted in favor.

Technology

Ms. Canelli and Ms. Palmgren have been working with Ms. Cathy Carney concerning details about the Simoni Room update. The prevailing wage will need to be included in the work. It is likely that equipment will be purchased in one fiscal year and installed in the next fiscal year, in order to ensure that there will be enough money for other technology needs that Ms. Palmgren may need to manage. The Simoni Room work can't begin until May 2015 at the earliest, and, by that time, snow removal costs will be known and funding sources assessed. The Simoni Room project will be able to be split across two fiscal years and some money can be encumbered this year.

Long Range Plan
Update

One task at hand is to define what it means to be a library in the 21st century. Ms. Hines reported that the work of the long range planning committee is on schedule and that the subcommittee has met via teleconference. Ms. Nancy Rea and Mr. Mark Wey were each interviewed on February 10, 2015 at 10 o'clock and 11 o'clock, respectively. Ms. Rea has solid library experience and Mr. Wey's strength is strategic, business experience. Both candidates were impressive, but it is the committee's recommendation to hire Ms. Rea. Her bid is roughly half of the other. However, the committee suggests that it would be good to work on something with Mr. Wey in the future. One of his areas of expertise is staff development, and he is forward-thinking.

The committee needs to decide who to invite to the focus group from the community. Sixteen categories have been identified and assignments have been made. The composition of the committee will be in place at the end of February and the group will meet in late March.

The committee seeks funding for the consultant. Ms. Rea's bid was for \$4,300 and it was unclear as to whether this included two reports and a summary or not. Ms. Rea will be asked to submit a revised listing of costs and to define exactly what she will provide. Ms. Canelli reported that her

three references stated that she did not go over budget on her work for them. Mr. Prince felt comfortable allocating up to \$5,000 for this work. A motion was made/seconded (Ms. Hines/Mr. Hall) to allocate up to \$5,000 to pay for a consultant for the long-range plan, to be funded by the endowment fund. All voted in favor.

Ms. Canelli said that the two-hour Trustee focus group meeting will occur in May. This meeting will be in addition to the scheduled May 12 board meeting. Due to previous obligations of some of the Board, it was agreed to hold the Trustee focus group meeting on April 28, from 7:00 pm to 9:00 pm, instead of in May. Ms. Deb Hoadley, of MLS, will attend the staff development meeting in June.

Ms. Deb Henry, who will seek election to the Morrill Memorial Library Board of Trustees, asked if there was a conflict, because she is treasurer of the Friends of the Library. Ms. Cindy Roach of the MBLC said it was not, but that Ms. Henry should wean herself off of board duties for the Friends and that, should she feel there is a conflict, she should abstain. Papers are due February 17. Ms. Canelli has not been made aware of anyone else running for election.

2014 Annual Report The 2014 Annual Report was not ready for distribution, due to recent snow days. The deadline is February 20. Ms. Canelli will adhere to set formatting standards in her preparation of it and will include a copy in the March meeting packet.

NEW BUSINESS

Capital Outlay Request

The carpeting and flooring estimate from Brodney & Sons states the work to replace carpet with tiles will be \$80,000-\$90,000. With regard to windows, replacement of eleven original windows from 1898, eight which are fixed and three which are crank-operated, will cost \$11,000-\$12,000. The appearance will not be altered, in keeping with the library architecture. Security cameras proposed by HELP, Inc. will cost \$13,000 for eight cameras and recording equipment. It is hoped that these projects will be bundled together in a Capital Outlay request.

Ms. Canelli and Mr. Croak have been in communication with Ms. Carney, procurement officer for the Town. Updates and upgrades to the security system has become a matter of importance, due to the drug paraphernalia that was recently found in the library.

Presentation by Norwood Personnel Board

Ms. Anne Haley and Mr. David Hajjar of the Norwood Personnel Board gave a presentation about town of Norwood longevity payouts. Powerpoint presentation slides, entitled Current Practices-Future Policy-Implementation Plan were circulated to Trustees and were referred to throughout the presentation. The longevity policy will take effect July 1, 2015 and the Personnel Board will hold three public hearings, to provide as much information and obtain as much input as possible. The Personnel

Board stated that the practice that is in place today is interpreted differently by different departments, so it is important to show consistency in delivery of longevity benefits going forward. The Library is not greatly affected. Ms. Canelli and Ms. McCusker will be, going forward, but all other staff is subject to the union bargaining process in its contract negotiations.

The next meeting is scheduled for March 10, 2015, 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Simons said it has been a difficult month, due to snow storms and its effect on opening and closing. Staff has felt harried and weary from shoveling. Even the public has not been in a great mood. Ms. Simons commended her colleagues, saying that patrons are not as nice as they could be.

TRUSTEES' REMARKS

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, including Ms. Simons', can be found attached with titles, authors, book covers and links to the library catalog.

At 9:07 p.m., a motion was made/seconded (Prince/Hall) and approved unanimously to conclude the public meeting. Ms. Simons left the room at 9:07 p.m. and all adjourned, as there was no executive session to follow.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Amy B. Chandler-Nelson", written on a light-colored rectangular background.

Amy B. Chandler-Nelson
Recording Secretary