

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes January 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: Patricia Bailey
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Mr. Prince called the meeting to order at 7:32 p.m.

MINUTES A motion was made/seconded (Hall/Henry) to approve the December 8, 2015 minutes of the regular meeting. All voted in favor.

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

CORRESPONDENCE The Town of Norwood Personnel Board thanked Ms. Canelli for providing the ORG chart updates.

Ms. Canelli has been in touch with Ms. Carney about the Annual Town Report submission, which is due February 5, 2016. Ms. Canelli will send it to the Board for approval, which will occur after this January meeting.

FINANCIAL REPORT

Current FY16 Budget Status Ms. Begg thought the custodial overtime seemed out of proportion. Ms. Canelli said that part-time help was hired to assist with taking apart the desk in Dover for the Children's area and then reassembling it in Norwood. The Children's Department is happy with the desk.

FY16 Special Funds Report Mr. Prince asked for description regarding With regard to the Special Funds Report, Ms. Canelli said that the Gallant Fund is being depleted. She talked with donors of the MacLeod Fund and it is fine to use this fund to support the chair and curtain purchases.

FY17 Budget Submission The FY17 Budget has been submitted to the Budget Balancing Committee in electronic format and it will be added to the Budget book. The budget narrative is helpful and provides much detail.

DIRECTOR'S REPORT

2015 Circulation Statistics The circulation statistics were included in the packet. Ms. Phillips noted an oversight regarding self-service, which was not added in. Circulation is still down, but it is not as bad as it had been reported. Circulation for the entire country is down. Those library systems serving populations of one million plus are seeing the biggest hits. Ms. Canelli will provide the Trustees with

an article she read regarding this matter.

With regard to the year-end final report, there was a 6.39% drop in materials, while other line-items stayed the same. There are fewer patrons going to the Westwood library, which has been re-opened.

Mr. Hall said the base on the Graphical Statistics for Adult Programming should start at zero.

Director's
Advocacy/Marketing
Report

Norwood Police will be training library staff on safety on January 22. After Sandy Hook, police officers visited Norwood schools and now a police officer will assess safety at the library and share current safety practices.

Facilities Update:
Capital Outlay
Projects; Simoni
Room Update;
Library Utilities
FY15 and FY16 to
Current

Ms. Carney has not yet been able to meet with Ms. Canelli about Capital Outlay projects. Ms. Canelli has informed her that windows need to be installed in spring and carpet needs to be installed in June. Security cameras are needed ASAP. In addition, the Superintendent of Health has made a visit to the Library, to inspect the mold in Ms. Canelli's office. The carpet has been soaked several times and there may be a need for mold remediation work behind the wood paneling in her office.

No bids were received for the Simoni Room Update, for the third time. The approach might be to break the work into jobs that will cost less than \$10,000

Sewer and water costs have increased. These costs are likely to continue to increase, as Mr. Croak tries to keep the grass green and the plants alive. The last invoice of the fiscal year is often held off for payment.

Technology Report:
Simoni Room
Technology Update
Departmental
Reports:
Materials
Expenditure FY16 to
Current
News Releases

There were no questions with regard to the Technology Report.

With regard to Material Expenditures for the FY16 year, Ms. Canelli tries to be current and orders items regularly. This year the actual spending and budget has been as on target as it has ever been. The bottom line is that \$176,000 is spent from the Town; \$17,000 from State Aid; \$1,250 from the Friends; and \$4,000 from other groups. The library must spend

There were no questions regarding the prepared News Releases.

Personnel

There were no questions regarding Personnel.

Programming

There were no questions regarding Programming.

Friends of the
Library

Ms. Canelli attended the recent meeting. Book sales are down. Ms. Canelli has cut the budget, from \$11,000 to \$10,000 to \$8,000. All recordings and DVDs have been zeroed out, as well as speakers for staff development and movie licensing costs. The Friends now have a more realistic budget to work with, with a focus on programming. Membership applications are

coming in. It seems that December is a good month for membership outreach.

Search Warrants There were no Search Warrants.

Miscellaneous
Advisories There were no Miscellaneous Advisories.

OLD BUSINESS

Noise in the
Library/Teen
Behavior It has been busy at night, but here have been no issues. The Simoni Room study hall is working out well. Ms. Palmgren has been tutoring in the Trustees' Room and Ms. Canelli reports that the new interns are delightful.

Employee Handbook
Update Ms. Canelli has met with Ms. Pizzi. Ms. Pizzi's new administrative assistant starts in a week.

2015-2016 Review
of Policies: Room
Use and Children's
Safety The discussion of the Room Use policy and Children's Safety was deferred, because Ms. Canelli has been unable to meet with staff for their input.

Bylaws Revision Article 1, Section 3 has been amended, as previously requested. A roll call vote was made to approve the wording, as was distributed in the packet. All voted in favor. Ms. Canelli will date the new version of the Bylaws and will circulate it.

NEW BUSINESS

There was no new business to discuss.

The next meeting is scheduled for February 9, 2016, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Bailey attended the MetroWest Readers Advisory group, along with Ms. Reed. She also has been taking online classes through North Kentucky University on Collection Management, Cataloguing, and Classification. She plans to skip the Readers Advisory Class. By summer, it is expected that she will have her Library Support Staff Certification (LSS). The Board offered their support.

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. Bailey and Ms. Canelli, can be found attached with titles, authors, book covers and links to the library catalog.

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

Respectfully submitted,



Amy B. Chandler-Nelson
Recording Secretary