

MORRILL MEMORIAL LIBRARY

Norwood, Massachusetts

BOARD OF TRUSTEES

Minutes June 10, 2014

**PRESENT**

Trustees: Sarah Begg, Chair; John Hall; Patricia Hines;  
Susan Pipes; Cashman Kerr Prince, Vice Chair; Patricia Reardon  
Director: Charlotte Canelli;  
Staff representatives present: Michele DeGrazio and Jim Croak  
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 (Prince/Hall) and voted unanimously to approve the May 6, 2014 minutes of the regular meeting and minutes of the May 6, 2014 Executive session, noting that the word Hines will be added to follow Pat on page 3 of the regular minutes and the fifth line of page 5 on the regular minutes shall be stricken.

**WARRANT**

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

**CORRESPONDENCE**

Martha Colamaria, of The Rotary Club, has invited the Board to an event in honor of Mr. Ruboy. The Rotary Club wants to make sure that he is appropriately honored. It was decided that the event would be held on Tuesday, June 24 at 7 pm so that trustees can attend. Mr. Ruboy's wife and family will attend the dedication. Past trustees may also be contacted. The current Board of Trustees will be in the library at that time for a later meeting and will be in attendance.

The Norwood Fourth of July Committee has invited the Board of Trustees to attend the parade.

Ms. Canelli has also received a series of letters regarding Elizabeth M. Dickson, the previous recording secretary. These letters were circulated to the Board and will be filed.

**FINANCIAL REPORT**

Current FY14  
Budget Status

The Current Status Budget FY14 report, dated June 10, 2014, was reviewed. Ms. Canelli noted that she still anticipates a budget surplus, even after the last couple of payrolls come to pass. She cannot meet with selectmen for two weeks, due to their summer schedule. Ms. Hines thought the document explained the budget status well. Although it is not good to have unspent money in the salary line, it was unavoidable this year. The selectmen have been advised about the situation and Ms. Canelli has been instructed to send any surplus to the selectmen. The Board of Trustees voted approval of the budget as presented and Ms. Canelli anticipates that it will be approved by the town.

Ms. Canelli circulated a draft letter to Michael Lyons, dated June 9, 2014, requesting additional Municipal Relief Transfers from the Library's Full-time Salaries Account to the Building Maintenance and Repairs account in the amount of \$7,300. The Board asked that the date be corrected to June 10, 2014. Mr. Hall commented that upcoming utility costs are unknown and that this phenomenon is town-wide. Debts are expected to be decided at town meeting in the fall. Is it a tradition for each department to over-run and then cut something else to keep the budget level? Are departments expected to absorb these overages? If we are proceeding in the same fashion as other departments, we are not setting precedent. Ms. Begg said that the library has used state aid to public libraries in the past. At one time, the Library was funded \$40,000, while it paid out \$58,000 to \$60,000 toward utilities. The Finance Committee recognized that bills were higher than the money funded to the Library. Ms. Canelli commented that June bills have been submitted as an unpaid bill the past several years and will be again. This is a chronic problem for the library and all other departments. Mr. Hall said that all departments are trying to estimate costs, like snow removal, and the cost is variable from year to year. It was noted that the Library cannot use next year's money to pay for this year's invoices. This year, there is an opportunity to use surplus funds by means of a simple transfer of funds. The Library has typically absorbed the gas bill. Mr. Hall stated that utilities should move into shared costs, and that bill paying should be handled the same way as other departments. Either way would be acceptable to the town. Ms. Begg said that the Library's budget is monitored closely by the town and state. Much money was allocated to the Library and it needs this money to cover the operating costs. If a transfer occurs, it will show that the costs of utilities were above and beyond what was already allocated. The June bill arrives in July and is generally high. Ms. Canelli said that one employee is on medical leave for two weeks, which was not anticipated. She estimates that the electric bill for the month of May will be about \$4,500 or higher and she explained that bills arrive about 15 days after the fiscal close. The Library will have unpaid bills even after any transfer of funds. The goal is to make the gap between actual costs and the budget smaller, by transferring funds. The Library would like to request a transfer now instead of submitting unpaid bills. Norwood Light will be notified of the June unpaid bill.

Mr. Prince moved/seconded by Ms. Pipes, that the Board request transfer of \$4,500 for utilities. All voted in favor.

#### FY14 Utilities

With regard to the Projected Utilities FY 14 handout, dated June 10, 2014, the town supplies water, sewer and electricity. Another utility is heat (gas) and Hess was added as a vendor this year. The town arranged for the Library to be supplied by both Hess and National Grid. Ms. Canelli noted that gas usage has gone over budget this year and questions why this has happened with the new boiler. It is not reasonable to go without paying the gas bill until November's Special Town Meeting and it will be paid. June 14 is the change-over date and the Library is generally in the red at this time of year.

The estimated amount of gas, electric water and sewer for the month of May is unknown at this time. The Board revisited their transfer vote. Mr. Prince moved/seconded by Ms. Pipes, that the Board authorizes a transfer request of \$7,300 and an additional amount of \$4,500 for utilities. All voted in favor.

FY14 Special  
Funds Report

There is quite a bit of money in State Aid. The Library will begin using State Aid funds in the next few weeks to pay all bills.

**OLD BUSINESS**

Noise in the  
Library/Teen  
Behavior

There were just a few, minor incidents, prompting Kate Tigue and Jean Todesca to arrange for a meeting with the principal of St. Catherine's school. In general, when compared to other years, things are okay.

Municipal Relief  
Act – Salaries  
Surplus

Due to the confidential nature of this topic, a motion was made/seconded (Prince/Pipes) and voted unanimously that this item be moved into Executive Session following tonight's meeting.

FY15 Budget  
Update

Ms. Canelli said that Article 1, which included raises, was approved. If a contract is negotiated, the Library should have funding.

Staff Association  
Contract  
Negotiations

Ms. Degrazio was not able to give details of the recent meeting, but did confirm that the memorandum was not agreed to. A two-thirds majority was needed in order to pass. The next meeting will be held June 12, 2014. A motion was made/seconded (Prince/Pipes) and voted unanimously that this item be moved into Executive Session following tonight's meeting.

Air Conditioning  
Update

The noise baffling blanket is being built and it is hoped that it will be installed soon. Paul Ward, neighbor of the library, insinuated that the air conditioning was on all night. Custodian Jim Croak says it was not, but is being manually turned off. There is humidity to contend with, but it is not too hot. Mr. Croak feels the library needs to give the blanket an adequate chance. The library can call the custodian to leave the air conditioning 24/7, if needed. Ms. Canelli is keeping an eye on the forecast, is mindful of staff health issues, and has been in consultation with Mr. Croak when she makes a decision to not keep the air conditioning on all the time. It was just turned on three weeks ago, because it was being repaired. The grinding noise cycles on and off right now, so, until the blanket is applied, it is being turned off. Ms. Hines asked if the staff was uncomfortable. Some pockets of the library are warmer than others. Baffling started a couple of days ago. Money had to be transferred before work could begin. Baffles open and pull cool air in when the air is colder outside. The library is trying to be sensitive to neighbors by not keeping the air conditioning on all day and night. If it doesn't work once the blanket is installed, it will become the town's issue to deal with. Should conversations begin with the Capital Outlay Committee? They are aware of the issue. The neighbors are aware that the issue is being worked on and they appreciate Ms. Canelli's communication and response to concerns. If the atmosphere in the library cannot remain comfortable and safe, the town will

have to address the air conditioning.

#### Board Bylaws

Ms. Reardon and Mr. Hall prepared a draft of the library bylaws, seeking comments from the board as soon as possible, but at least by July 31, in order to have the document reviewed by town counsel and to be ready to vote on the bylaws in the fall. Mr. Hall said that the current bylaws are not in a format similar to other towns' bylaws. There are no articles sections, just paragraphs, for instance. Sections were added to make them similar to the others and missing elements were added. With regard to the Chair/Vice Chair, Massachusetts General Laws note that the board must have a Chair and secretary, both selected by the trustees. The recommendation is to have the current structure, but have the Chair delegate all secretarial duties to a non-trustee clerk, in order to be in alignment with Massachusetts General Law.

One other recommendation regards Standing Committees. In order to improve continuity, Personnel Committee and a Business and Finance Committee should be formalized, and the Chair could name newly elected/reappointed trustees to each, in order to ensure that there will be an experienced member on each committee over time.

A review of the functions of the Board was also made, and the draft bylaws include a section to define the relationship between the Board and Director and the ensuing responsibilities.

There are suggestions to eliminate three specific paragraphs, because they don't have counter parts in other towns' bylaws and it is the opinion of the sub-committee that they don't add value.

There is some vagueness as to how to operate between the election and the appointment of officers. There should be some balance between too little information and too much detail regarding this point. One goal was to make sure the bylaws are complete from a legal standpoint. With regard to removing a Board member, a section has been proposed, addressing how to do so fairly and with a definite result.

With regard to fundraising and development in relations to the library, some towns' bylaws explicitly tie fates to the Friends of the Library. A number of different approaches are made and this topic could be reviewed by the Budget and Finance committee. In addition, they could review financial policies and compare practice with the policy manual and establish a regular review.

Other recommendations are outlined in the comprehensive and lengthy Memorandum, entitled 2014 Revision of Library Bylaws, which was distributed to the Board, which includes a summary of Massachusetts Library bylaw provisions.

Mr. Prince commented that it buys the Library time if the State makes changes. Look at standard passages that other towns use. Bylaws empower the Chair and Director to handle certain events. Sometimes it is necessary to involve other board members, while sometimes there is just contact with the Chair. Ms. Hines commented that, in Medfield, when police wanted to come to the library to review something, there was a difference of opinion. Mr. Hall asked what event would trigger emergency power? Is that power shared or allocated? It is not particularly clear in Norwood's or other towns' bylaws. Mr. Hall felt that more details needed to be defined, which would help the Board Chair and Director in certain situations. Ms. Canelli said that MA general laws address search warrants of library records and it is outlined in library policy and American Library Association ethics. Emergencies can involve security and shooters. Mr. Price asked if Ms. Canelli has resources to find out what trigger methods might be. Mr. Hall and Ms. Reardon did an impressive amount of good work. Ms. Hines felt that the Board should have ample time to discuss the bylaws before voting on any changes. If it is clear that there are housekeeping changes necessary, that would be easy to vote on, but if there are substantial changes, an involved discussion should take place beforehand. Ms. Begg questioned how the Board could receive comments. If there are questions, can they be sent to all or would that violate open meeting laws? If the subcommittee is not asking for opinions, would that be okay? Mr. Prince thought it might be a violation and he will consult Mr. Bresnahan. It may be best to avoid an email discussion among members. Can comments be shared? Mr. Prince will seek advice from Attorney Bresnahan. Ms. Canelli distributed an updated policy manual.

Canelli  
Massachusetts  
Municipal  
Association/Suffolk  
Educational  
Opportunity

During its May meeting, trustees encouraged the director to submit an application to the Certificate in Local Government Leadership and Management program, sponsored by the Massachusetts Municipal Association and Suffolk University, which was accepted. Ms. Canelli will sign a memorandum of agreement, noting that she will not seek employment elsewhere for one year. Ms. Canelli will ask Mr. Bresnahan, Town Counsel, to craft language to that effect. It was noted that, in the business world, it is common to ask for such documents. Should details of the agreement be left to the Chair or the Personnel Committee? Mr. Prince moved/Mr. Hall seconded that the board authorize Ms. Canelli to pursue this opportunity with the Board's blessing and the Personnel Committee will determine the details about the director not seeking employment elsewhere. All voted in favor.

Board Tablet  
Options

A document entitled Tablet Options and Recommendations for Trustees was distributed to the group. Ms. Canelli brought an iPad for anyone interested in viewing it and said that a larger tablet is easier to read than the mini tablets. Should the board approve the purchase, tablets will go into circulation. In order to provide electronic distribution of Library Trustee Meeting documents, trustees will check it out for a year and will return it at the end of the year. With regard to using the same piece of equipment, some thought

that uniformity was important for maintaining equipment and for ease. If laptops will be used, individuals should use their own. Ms. Canelli will want to equip the board with tablets, to avoid variation in viewing on multiple platforms, which could be challenging to manage during a meeting. There will likely be a period of discomfort as people adjust. It is a goal of the library to get away from paper distribution. Ms. Palmgren would not have to maintain laptops belonging to individuals. Ms. Begg said that, during negotiations, some laptops were not always fully functioning. Each computer can read documents differently, depending upon the settings, and there can be glitches that can be curious and inexplicable, especially where PDFs are concerned. Mr. Hall asked if six tablets should be ordered. It was determined that enough for the entire board and its successors should be provided and the tablets need not have a camera. Ms. Reardon asked if it would be okay to bring a tablet that was from another generation in the same line – would that be okay? Do other patrons take out iPads? What happens if it is stolen? There is a replacement cost and some have a damage agreement. The library owns iPads. When concerning the notion of compatibility, is there any concern of virus transfer? Tablets are not very susceptible them, fortunately, although there has been a security issue in Apple operating systems this spring. It is good practice to not open links that seem suspicious. Ms. Canelli and Ms. Palmgren could discuss appropriate anti-virus measures. It would be good to offer a training together, to bring awareness to issues that might arise. The use of tablets for downloading books is encouraged. Patrons are not allowed to add apps, so Ms. Palmgren would need to download even free ones. It was commented that local government uses of technology are for dedicated purposes. This would be related to library business, including email, book reading, PDF reading, internet use, etc. Mr. Prince thought it would be awkward to try to restrict use on tablets. The library itself refuses to put excessive controls on the wireless in the building. Mr. Hall commented that any use of tools of the trade should be for doing the job and that there is no expectation that it could be used for other reasons. Ms. Pipes said it would enhance and help do the work, as long as the work is library-related. She does not encourage use that is too open. Mr. Prince made a motion/seconded by Mr. Hall, to authorize the purchase of up to eight iPads for use at board meetings, which seems an adequate number to be configured of the summer and ready for fall, in accordance to Ms. Palmgren's recommendations. It was discussed that 6 trustees, one library staff member, and the clerk would use them, while the director would use the reference desk one. The purchase would be materials expenditure. All voted in favor.

## **NEW BUSINESS**

Sastavickas  
Scholarship Award

The selection committee met last week and there was a unanimous vote by the committee. There were two candidates, one of whom is a current page at the library. Ms. Canelli will inform the staff of the recipient after the individual has been contacted. Mr. Prince made a motion/seconded by Ms. Pipes, to grant the award to library page Hallie Miller. All voted in favor. A

check will be written in August, which will also provide a photo opportunity for the recipient.

### **DIRECTOR'S REPORT**

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| Circulation Statistics                             | There were no questions from the Board regarding Circulation Statistics, which were presented to the Board on June 10.   |
| Advocacy/Marketing Report                          | There were no questions from the Board regarding Advocacy/Marketing, which was presented to the Board on June 10.  |
| Facilities Update<br>Technology Report             | There were no questions from the Board regarding Facilities.<br>Mr. Charles Donoghue (formerly of Norwood but currently residing in Westwood) delivered a huge box of Learning Company CD/book donations. He has been donating to the library over a ten-year period.  |
| Departmental Reports<br>News Releases<br>Personnel | There were no questions from the Board regarding Departmental Reports.<br>There were no questions from the Board regarding News Releases.<br>Staff development day will occur Friday, June 13 and Ms. Canelli is fully prepared for it.  |
| Programming  | There were no questions from the Board regarding Programming.  |
| Friends of the Library                             | There is a new slate of officers. Recently, a mentalist gave a full-house presentation and many enjoyed his sleight of hand.   |
| Search Warrants<br>Miscellaneous Advisories        | There were no search warrants.<br>There was discussion about printing a card, roughly the size of a business card, stating, "If you love this book, you might enjoy these books" , followed by a listing of five or so others. Mr. Hall thought this type of promotion might stimulate interest in potential readers, and would add value to outreach efforts. These could be produced in house. |

**The next meeting is scheduled for September 9, 2014.**

### **STAFF/PUBLIC REMARKS**

There were none.

### **TRUSTEES' REMARKS**

Patricia Hines read *A Week in Winter* by Maeve Binchy (2014) and *Winter of the World* by Ken Follett (2012)

Cashman Kerr Prince read *A Room with a View* by E.M. Forster (1908) and *The Choir Book Miniatures for Siena Cathedral* by Enzo Carli (1991)

Susan Pipes read *The Necklace: Thirteen Women and the Experiment that Transformed their Lives* by the Women of Jewelia and Cheryl Jarvis (2008)

John Hall read *Strangers in Paradise, Echo, Rachel Rising* (graphic novels) by Terry Moore (1996-2005)

Sarah Begg read *Killer: An Alex Delaware Novel* by Jonathan Kellerman (2014) and *The Strange Case of Origami Yoda* by Tom Angleberger (2010)

Patricia Reardon read *HRC: State Secrets and the Rebirth of Hillary Clinton* by Jonathan Allen and Amie Parnes (2014)

Charlotte Canelli, Library Director, read *January First: A Child's Descent into Madness and Her Father's Struggle to Save Her* by Michael Schofield (2012) and *Shot in the Head: A Sister's Memoir, a Brother's Struggle* by Katherine Flannery Dering (2014)

At 9:43 p.m., a motion was made/seconded (Prince/Hall) and approved unanimously to conclude the public meeting, which will re-open only to close upon the conclusion of Executive Session. Ms. Degrazio left the room at 9:45 p.m.

The next meeting of the Board will be held Tuesday, September 9, 2014. A motion was made/seconded (Prince/Hall) and unanimously voted at 10:14 p.m. to adjourn the meeting.

Respectfully submitted,

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

Amy B. Chandler-Nelson  
Recording Secretary