

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes June 14, 2016

Trustees: Sarah Begg; John Hall; Deborah Henry; Patricia Hines;  
Susan Pipes, Vice Chair; Cashman Kerr Prince, Chair  
Director: Charlotte Canelli;  
Staff representatives present: Joanne Rabbitt  
Recording Secretary: Patty Bailey

Mr. Prince called the meeting to order at 7:30 p.m. A quorum was met for the meeting.

**MINUTES** A motion was made/seconded (Hines/Pipes) to approve the May 10, 2016 minutes of the open session meeting. All voted in favor.

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

**CORRESPONDENCE**

Ms. Canelli was presented with a \$1000.00 donation from the Norwood Woman's Club. This local club meets monthly at the library, the club is thankful for the use of the library and the importance the library is to the community.

A letter from Ms. Allison Palmgren, Technology Librarian & Staff Association President was sent to indicate the Staff Association of the library will be joining AFSCME Local 1451 effective FY17.

Ms. Pipes, new Chair of the Board of Library Trustees signed the Minuteman Network Agreement for FY17.

**FINANCIAL REPORT**

Current FY16 Budget Status Ms. Canelli's memo attached to the End of Fiscal Year Budget proved very helpful in highlighting a few items. Two items were highlighted in the budget, what appears to be an \$80,000 overage in expenditures, the addition of the Low-Vision Workstation, Simoni Room AV Upgrade, Simoni Room furnishings, Director's office repair, and library electrical repair and lighting make up the extra 20,000. State Aid will be used to cover any shortfall when the actual end of FY16 is upon us.

The FinCom will no longer approve our utility bills as unpaid bills for the Fall Town Meeting, so we have encumbered \$5500 for the June bill which arrives after the Fiscal Year has ended on July 1.

We have had the ability to pay for most normal repair and

maintenance; extra projects were paid by the Cushing Fund and State Aid. As of next year, the Snow and Ice line item will be included in the Building Account which will bring the account to \$25, 000, including \$5,000 for Snow and Ice. The Incidentals balance will be reduced by \$5000. That decrease in the Books line item will be paid from the Library Revolving Fund.

FY16 Special Funds Report Beginning FY17 the Restitution Fund will be named the Library Revolving Fund.

FY17 Budget Update There has been no update received with regard to the FY17 Budget.

Sastavickas Scholarship Update Chloe Belanger, library page and recent graduate and valedictorian at Blue Hills Regional High School was this year's recipient. She will be attending Fitchburg State in the Fall.

**DIRECTOR'S  
REPORT**

2016 Circulation Statistics Due to a lag time in receiving Circulation Statistics from MLN, the most current statistics are not usually available prior to BOLT's meetings.

Director's Advocacy/Marketing Report There were no questions with regard to the Director's Advocacy/Marketing Report. Ms. Canelli will be the FY17 Vice President for the Minuteman Library Network. In FY18 she will become President, and will serve as Past President in FY19.

Facilities Update: MidMass Renovating Estimate The project of replacing two windows in Literacy has been approved. The cost of the job, \$1100, will be funded by the Monahan Fund. After much discussion whether or not this repair is being funded from the proper source, all parties are in agreement. At this time, the eyebrow windows in the Trustees Room will not be replaced.

Capital Outlay Projects; Security Update Capital Outlay projects: Security Cameras Project is still in the bidding stage, Ms. Canelli is hoping to hear from Town Hall within two weeks with a potential vendor and start date. The cameras will allow the Norwood Police Department, Mr. Croak, and Ms. Canelli to remotely monitor the library in the event of an emergency. Rear wall windows and carpet project have not gone out to bid, although Ms. Canelli would like to have the carpet installation prior to next summer.

Technology Report: Simoni Room Technology Update Due to some issues with the newly installed AV equipment in the Simoni Room, payment will be withheld to the vendor until the problems are rectified.

The new MML logo was shown to the board; all members were impressed by Ms. Palmgren (Alli) and Mr. Hartman's design. The new website, created by and Mr. Simas should be up and running within a few more weeks.

Alli will be purchasing new people counters from her FY17 budget.

Departmental  
Reports  
News Releases

There were no questions regarding Departmental Reports.

There were no questions regarding the prepared News Releases.

Personnel

There were no questions regarding Personnel.

Programming

There were no questions regarding Programming, but it was noted that there is a lot of great programming happening at the Library.

Friends of the  
Library

Ms. Henry will remain as the liaison to the Friends of the Library.

Search Warrants

There were no Search Warrants.

Miscellaneous  
Advisories

John Kane, owner of the adjacent office building informed us of sealcoating the parking lot on Saturday. The entrances from Winter and Walpole Streets will be blocked off, signage will indicate to patrons the Beacon Street entrance/exit is the only means of egress.

We will begin accepting passports next month. Five members have been trained and certified as passport acceptance agents by the Department of State. Mr. Hartman is already certified, he worked as an agent in the Upton library. A meeting will be held on Friday to discuss the logistics of this valuable public service.

### **OLD BUSINESS**

Noise in the  
Library/Teen  
Behavior

Behavior has been within the normal range.

Employee Handbook  
Update

Ms. Canelli said this work is ongoing. Discussion ensued about having several BOLT members as well as Ms. Palmgren write a letter to both Mr. Bresnahan and Ms. Pizzi to indicate the urgency of long overdue issue.

### **NEW BUSINESS**

Reorganization of  
the Board

Ms. Pipes was unanimously voted in as new Chair, Ms. Hines was voted in as Vice Chair, which also was a unanimous vote.

Committee  
Appointments

Personnel Committee will be chaired by Mr. Prince & Ms. Henry, Budget/Finance will be chaired by Mr. Hall & Ms. Hines; Special

Committee will be chaired by Ms. Begg & Mr. Hall.

**The next meeting will be held in September 13, 2016.**

**STAFF/PUBLIC REMARKS**

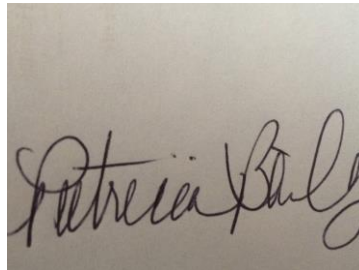
Ms. Bailey announced she has finished her final class for her Library Support Staff Certification (LSSC) through MLA. This has been a two-year undertaking, but was a great program and encourages other staff members to participate in this program.

**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 a recommendation from Ms. Canelli and Ms. Rabbitt, can be found attached with titles, authors, book covers and links to the library catalog.

A motion was made/seconded (Begg/Hines) and unanimously voted at 8:40 p.m. to adjourn the meeting. All left the room, as there was no Executive Session to follow.

Respectfully submitted,

A rectangular photograph of a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and appears to read "Patricia Bailey".

Patty Bailey  
Acting Recording Secretary