

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes June 9, 2015

PRESENT Trustees: Sarah Begg, Chair; John Hall; Deborah Henry; Patricia Hines; Susan Pipes; Cashman Kerr Prince, Vice Chair
Director: Charlotte Canelli;
Staff representatives present: Nancy Ling
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) to approve the May 12, 2015 minutes of the regular meeting. All voted in favor.

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

CORRESPONDENCE

The Agreement for the Minuteman Library Network FY16 will be signed July 1, 2015 by the Board Chair and Ms. Canelli. A letter from Paul Ward to Mark Chubet, dated June 1, 2015, regarding the air conditioner was read by all trustees before the meeting. Mr. Prince said the Trustees appreciate Mr. Ward keeping them informed. Now the matter is between him and the town. Ms. Begg said that the Library has requested studies and people to become involved in the matter. Ms. Canelli will keep the Trustees posted with any developments.

Ms. Canelli received a letter from Mary Driscoll thanking the library for its outreach services and for her Easter card. Ms. Palmgren received a thank you from Cradles to Crayons and the Boston Bruins for the 8th Annual PJ Drive. Some cash and 6428 new sets of pajamas were received from Massachusetts libraries. The library will participate in this event again.

**FINANCIAL
REPORT**

Current FY15
Budget Status

The Library is buying more digital materials. Minuteman has doubled the assessment to all libraries for OverDrive materials. The time between our patrons requesting materials and being able to download them is shortening, especially due to Advantage titles of OverDrive ebooks. Those are materials our library is buying (best sellers and more titles) which will remain in our collection.

Ms. McCusker and Ms. Canelli are reviewing expenses and are trying to spend all money in the budget. Ms. Canelli is carefully monitoring line items to accurately reflect expenditures. A bill was received today for Consumer Reports, which will be paid after July 1. It can be tricky to balance invoices this time of year, and spending is dependent upon balances in certain line items.

The Library does not have a dedicated line item for snow removal, and Mr. Prince said it came up at town meeting. If a snow removal line item is added to the budget next year, it may increase the overall budget each year. Is this wise to do? The Library might not want to increase its budget every year. It may be that snow removal is handled the way it has been, paid from Restitution, and that DPW may assume the bill in the spring, as it did this year. Ms. Canelli will speak to Mr. McQuaid in the fall, to get advice on how FinCom wishes to handle this matter in the future.

The 2 ½% contract raise will be implemented, and this makes it easier for the library to meet MAR this year and next year.

FY15 Special Funds Report New purchases are reflected in Book Funds, and Ms. Canelli is trying to actively spend from this fund. The Library will spend from State Aid in June and July for materials invoices. Any addition Simoni room upgrade for technology needs will come from Restitution, as necessary. The Library will have spent less from additional funds this year than any other year. Ms. Canelli said that the budget is in the best shape it has been since her appointment, in part, due to the economy, which has stabilized.

Part-time Pay Raise Update: 2016 and 2017 Matrix Employees are now receiving their salary raises, but not the retroactive pay. The town must calculate it and it must be paid out in FY15. Ms. Canelli expects employees to receive their retroactive pay in the next pay period.

Budget as Approved at Town Meeting The FY16 budget was approved at Town Meeting. Materials Expenditures have never been funded at 100%. Ms. Canelli is watching expenditures to be sure the Library is buying enough, but not too much. Some costs are covered by State Aid, while others are supported by the Friends of the Library and those who buy museum passes for patrons.

DIRECTOR'S REPORT

Discussion Topics of May 12, 2015 meeting Snow Removal costs will continue to be monitored. Tuition Reimbursement and Dues and Conference costs are reflected at the contract level. Staff is reimbursed at 100% for membership costs, if participating in the association. ALA, PLA, NELA and MLA conferences are attended by staff. This line item will need to be increased, because more staff is taking advantage of these opportunities more often. FinCom will need to be advised of this at the budget meetings held in the fall.

Circulation Statistics Circulation Statistics are unavailable until mid-summer, when final fiscal year statistics are ready.

Director's Advocacy/Marketing Report The annual essay contest was held June 2, 2015. Ms. Ling said there were more entries than expected and 13 participants read their essays. The topic was, "What Literary Character Would I Most Like to Meet". The principal of Prescott Elementary School attended, as well as four teachers. Judges

had one week to review the entries. One special needs student from the grade 5-8 category submitted a fabulous essay. The Simoni Room was not available earlier, so Ms. Ling will reserve the space ahead of time will move the timeline up next year.

Facilities Update

The HVAC conversion has never been earlier than May 15, because there is no way to heat the building once it has been done. The first floor of the Library is on a different system. The top two floors must either be set to heat or to air conditioning and cannot be switched back and forth. This year was one of the earliest times the change occurred.

Technology Report

There were no questions from the Board regarding the Technology report.

Departmental Reports

ComCat, the new Commonwealth Catalog, is the newest virtual catalog system. Minuteman is one of three systems on Com Cat, but more Massachusetts consortia will be added. One problem noted was that, if a patron was blocked from her/his library due to fines over \$5 or more than 30 requests, she/he was blocked from the system. Limits were changed and now one is blocked at \$10 and the maximum requests a patron can have is 50. Only a few people have 30 or more requests. This will be useful for patrons to obtain items that Minuteman doesn't have available.

Programming/News Releases

There were no questions regarding the prepared Programming/News Releases, but Mr. Hall circulated a newspaper article that he saw, which contained factual information about the library.

Personnel

Ms. Bailey has been promoted to Technical Services Technician and will serve in her new role beginning June 15, 2015. Interviews will be held on June 10, 2015 for the Circulation/Technical Services Assistant position. There are two internal candidates and there will be two phone conversations to see if there is a good match for part-time circulation work. The position is expected to be filled by July 1, 2015.

There were three staff members who could not attend staff development day, due to health issues or vacation scheduling.

Friends of the Library

The Friends group membership is getting thin. Dan Corzilius announced that he would stay on as president for one more year. Elections were held for Board positions and all but the Vice President position have been filled. There were three members who attended the May meeting. A movie, *Freedom Writers*, was shown during the Friends' General Meeting in June and a woman from Canton spoke highly of the programming at the Library and spoke highly of the Friends. With regard to the book sale, it is not yet known how much was obtained from the 8 boxes of books that Empire Books intended to sell.

Book sales have dropped off. People are downsizing and trying to stay minimal with their material things. It is hoped that interest in the Friends

will be generated at the local farmers' market table.

Search Warrants There were no Search Warrants.

Miscellaneous
Advisories There were no Miscellaneous Advisories.

OLD BUSINESS

Noise in the
Library/Teen
Behavior There was just one report regarding noise or teen behavior. Ms. Canelli said all is normal with regard to noise/teen behavior.

Air Conditioner The air conditioner is up and running. Ms. Canelli received a copy of Mr. Ward's letter, but has not yet heard from the town regarding it. There are some bills concerning the HVAC system, but this is normal at this time of year. The air conditioner was not on for a couple of days, while special oil was obtained for its use.

Long Range Plan
Update Ms. Canelli reported that Staff Development day was a wonderful experience and that there was a good focus group. Ms. Hoadley will send her report to Ms. Canelli. Ms. Rea will meet with two or three staff to go over survey results. Ms. Hines took a quick look at analytics regarding the survey results. With regard to the top three wishes, 50% of patrons wanted a café; 40% wished for expanded hours in the summer, because having no weekend day is problematic for those working during the weekdays; and 30% wanted more programming, which is very popular.

In general, patrons love our building. The vast majority (70%) of respondents were over 55, but this is not an official analysis. This age group may be more likely to fill out a survey. The café was the only item on the list that was a new thing, and staff would support it, as well. Almost all surrounding libraries have one, to allow for patrons to sit, talk and relate to other people in a community space. There was a positive response to the survey and those who filled out the survey like and use the library. The Library needs to find out who isn't using the library and why. The town is traditional but many people in their 20s and 30s are moving in.

Staff Development day was held at the Foxborough library, which was renovated and expanded in 2013. Part of the renovation includes extending the building over the parking lot and pushing up a story. The children's room is on the top floor and it was interesting to see what was done to the building. Trustee orientation was held at Foxborough. The availability of more meeting space is an advantage. A café wasn't in their expansion plan, but there will be one in the future, once there is agreement on how to do it.

There will be a meeting on June 16, 2015 to talk about the survey. Ms. Canelli and Ms. Rea will meet in Falmouth and will begin to write the

report at that time.

Capital Outlay
Update

Window costs need to be sent out to bid. Carpet tiles and flooring will be replaced. There has been artwork in Boston Public Library that was missing (n.b. recently found). There are some WPA paintings near the printers at the Library and concern was voiced about security for the Library's art. Has there been an insurance review or appraisal of the art? Mr. Prince said the Historical Society has recently used an appraiser, and he will provide Ms. Canelli with the name.

MMA/Suffolk
Certificate
Completion

Ms. Canelli distributed a letter at the meeting, thanking the Board for this opportunity and noting that she has completed the certificate program through the Massachusetts Municipal Association and Suffolk University. She provided the invoice for tuition and asked for partial or complete reimbursement. She received an A for each of the five classes she took and said it was a terrific experience, which allowed her to meet with town officials and department heads at various time throughout the year, in a different capacity, as a student.

It was moved/seconded (Prince/Hines) to provide full reimbursement for \$2,100 to be paid by tuition/reimbursement line item. It was noted that \$300 has already been spent from this line item, but it is the logical place to attribute this expense, even though the budget would then be in the negative. In prior years, the line item has remained unspent. All voted in favor.

NEW BUSINESS

Reorganization of
the Board/
Committee
Assignments

Mr. Prince was nominated/seconded (Pipes/Hines) for Chair. Ms. Begg was nominated/seconded (Hall/Henry) for Chair. Ballots were passed out and all trustees voted privately. Ms. Canelli counted the votes and it was voted to elect Mr. Prince as Chair (5/1).

Ms. Pipes was nominated/seconded (Hall/Hines) for Secretary/Vice Chair. There was a roll call vote and there was a unanimous vote to elect Ms. Pipes as Secretary/Vice Chair.

Ms. Begg and Ms. Henry were appointed to serve on the Personnel Committee. Ms. Pipes was reappointed to the Finance and Budget Committee, and Ms. Hines and Mr. Hall were also appointed to this committee. Ms. Henry will serve as Liaison to the Friends. Ms. Hines and Mr. Hall were reappointed to the Special Committee, currently managing the Long-Range plans. The longest tenured person will Chair each of these sub-committees.

Sastavickas
Scholarship

There was one applicant for this opportunity and the applicant was unanimously voted by the scholarship committee. It was noted that permanent staff do not apply, because they feel that the scholarship should go to younger people, such as pages or young students. Ms. Riordan

volunteered in the Children's Department before deciding to attend Simmons and is a great candidate. A motion was made/seconded (Begg/Pipes) for Ms. Canelli to present \$500 to Ms. Riordan for the Sastavickas Scholarship.

Assistive
Technology
Workstation
Furniture Proposal

A proposal outlining the needs for assistive technology workstation furniture was distributed at the meeting. Library staff attended a workshop and would like to accommodate a workstation for those with low vision. Literacy tutors will also be able to use this furniture. The proposal asks Trustees to approve \$1,700-\$2,000 for the purchase of this furniture, which will be located in the reference area. Ms. Canelli supports the request, which could be funded by the Cushing Fund, a capital fund that has financed furnishings in the past. A motion was made/seconded (Begg/Pipes) to approve up to \$2,000 for the purchase of this workstation, to be spent from FY16 budget. All approved.

The next meeting is scheduled for September 8, 2015, at 7:30 p.m.

STAFF/PUBLIC REMARKS

There were no public remarks.

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

At 9:00 p.m., a motion was made/seconded (Hall/Begg) and there was unanimous approval to conclude the public meeting. All adjourned and left the room at 9:00 p.m., as there was no executive session to follow.

Respectfully submitted,



Amy B. Chandler-Nelson
Recording Secretary