

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes March 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: Bonnie Wyler
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 (Hall/Pipes) to approve the February 10, 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 received the longevity policy from Mr. David Hajjar of the Norwood Personnel Board.

FINANCIAL REPORT

Current FY15
Budget Status and
Snow Removal
Update

Ms. Canelli noted that the retroactive cost of living increases has not yet been paid, so the salaries line does not reflect that expenditure. She hopes it will be paid soon, because she cannot calculate the balance in payroll until that has been done. Once the amount has been determined, she will be able to know much money will be available for salaries for end-of-year projects.

Snowfall expenditures are high. The library pays its bills as they arrive. Ms. Canelli transferred funds from Restitution to Building Maintenance and Repairs and Service Contracts to cover \$7,000 of the snow removal expenses. She paid Gone Green Electric from the Cushing fund. The Restitution fund is depleted, leaving no cushion for other initiatives. With regard to the Simoni Room update, the project will be funded over a two-year period, the majority of which will be paid using the Technology account.

Did other departments have their roof snow removal costs paid? In addition to its own expenses, the School Committee covers costs related to the Senior Center and the Police Department has a snow removal budget line. The library does not have a separate snow removal line in its budget – these costs have been paid since 2004 from Restitution. If the Library is closed, people will start complaining, so the Library prefers to be in control of its snow removal contract. For Ms. Canelli, staffing is the issue as she needs to let staff know exactly when the Library will be open. Managing snow removal costs allows her to maintain control of when the library is open. Ms. Canelli has had this discussion with other library directors, who find

themselves in similar situations. The library provides a critical service to the town and she would hate to experiment with that. There is really no ability to know or have control over how much snow removal costs might be in the future. A possibility is that we would want a small amount to be included in a separate Snow Removal line (\$3,000) and the Library would also supplement any overages. Ms. Canelli will explore the possibility of adding a snow removal line to next year's budget, following the repairs/maintenance line item. Perhaps the library can be represented as part of the Budget Balancing Committee, even if it does not have a vote.

There is a town-wide facility concept being considered, where facility needs of various departments would report to a central group. Snow removal costs might naturally be included, if this is to go forward.

The budget for postage is overspent. Would the library qualify for reduced postage rates? Bulk mailings have restrictions. The library only sends billing notices now, which are generated by Minuteman, so it has already cut back on its mailings in an effort to reduce postage. Overdue notices are no longer sent. Postage rates have increased. Inter Library Loan expenses exist, yet patrons are only charged over a certain amount. The budget for FY16 includes an increase in its postage line. Ms. Canelli will look at ways to further reduce postage expenses or increasing the line item next year.

FY15 Special Funds Report Ms. Begg asked about the \$513 received in FY15 for the Sastavickas Scholarship. Ms. Canelli said that Kathy Sastavickas gives a donation every year. Ms. Canelli confirmed that a formal thank you letter is sent to Ms. Sastavickas annually.

DIRECTOR'S REPORT

Circulation Statistics Circulation numbers continue to decrease, as is occurring throughout the rest of the country. The recession is over and now patrons are looking to the library for other services, but not necessarily library materials (books, DVDs, music, etc.)

Departmental Reports There were no questions regarding the prepared Departmental Reports.

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

Facilities Update There were no questions regarding the prepared Facilities report.

Technology Report The Board had no questions about the prepared Technology Report.

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

Personnel There was no discussion about Personnel matters.

Friends of the Library The Friends is looking for a new president. Ms. Canelli wonders about the energy needed for the golf fundraiser if there is a new president, since Dan Corzilius was such a force behind that event. There is a shifting of membership duties with this group and attendance has been dwindling. The group is trying to entice membership by providing events and there is thought that a chocolate social might encourage talking and not just listening. In the past, the Friends have invited speakers, which draws a crowd, but does not necessarily generate new members. The current group has been in force for about six or seven years and there seems to be a need for revitalization of the group. Mr. Hall commented that increasing membership seems less important than finding a core of two or three active people for leadership. Their treasurer is running for a Board position at the Library and no legacy leaders will remain. Follow-up to the membership drive is important for recruitment efforts. Although the Friends of the Library is important for library fundraising, their membership concerns are beyond the scope of this board.

Search Warrants There were no Search Warrants.

Miscellaneous Advisories There were no Miscellaneous Advisories.

OLD BUSINESS

Noise in the Library/Teen Behavior The staff has a good handle on noise and teen behavior. The additional tables provided for teens after school is a great idea and is contributing to a productive atmosphere.

Acceptable Use Policy Brandon Moss reviewed the *Morrill Memorial Library Acceptable Use Policy* draft of January 14, 2015 and made a few edits to the document. The Board received this revised draft in advance of the meeting. A motion was made/seconded (Prince/Hines) to accept the Morrill Memorial Library Acceptable Use Policy that was reviewed by the attorney, as presented. All voted in favor.

Long Range Plan Update The Board received the revised Long Range Plan schedule from Ms. Canelli. Work continues on schedule. The consultant, Ms. Rea, has been hired and a lot of detailed work has been done on the survey design. The community focus group has been selected. It is comprised of 14 members, including a high school student and a teacher. The group will meet on March 16, 2015 in the Cushing Reading Room from 6:30 p.m. to 9:30 p.m. Ms. Canelli will offer refreshments, because commuters will arrive directly from work. She informed the Board that she will use State Aid funds to cover the cost of these refreshments and she anticipates an interesting and productive evening.

2014 Annual Report The revised 2014 Annual Report has been sent to the printer. There was a small typo in a section that should read, “Did you know ... that the Morrill

Memorial Library has only had 8 directors since 1898 to present?" That error had been corrected by Ms. Canelli and forwarded to the Town before printing. There were ten *Did you Know* sections added to this report, which was more than before. Mr. Hall thought these anecdotes were a good addition to the report.

ALA 2015 Stipend
Reimbursement
Request

Ms. Nancy Ling and Ms. Alli Palmgren will attend the American Library Association (ALA) San Francisco conference. Ms. Ling has relatives in the area, so lodging will be free for both of them. Both staff members plan to pay for airfare and transportation themselves. Ms. Canelli requested a stipend for meals and transportation for each of them. The library will pay for the registration fee. Ms. Canelli would like to support their professional development and she is particularly pleased that Ms. Palmgren plans to attend the Story Corps Preconference.

A motion was made/seconded (Prince/Begg) to approve a \$500 stipend for each participant to attend the ALA San Francisco Conference to be paid from state aid. All voted in favor.

NEW BUSINESS
Circulation Policy

Minuteman has asked 43 member libraries to be more consistent with their fines and lending policies. With so many libraries in this organization, there are many inconsistencies in policy and so it would be beneficial to all if there were similar policies and fine amounts enforced. For instance, some loan periods are three weeks for DVDs, while others are for one week. Fine amounts are variable and, when fines are assessed at a reduced rate, more fines are actually collected, because people are not afraid to take DVDs out. Another recommendation is to hold an item on the Hold shelf for seven days, instead of for five. Trustees would have to approve any adjustment to fine amounts as it is part of the Library Circulation policy. Some libraries, like Norwood, impose no fines to senior citizens.. Ms. Canelli likes the senior citizen no fine policy that is already in place; staff and trustees do not incur fines, either. Ms. Canelli will send information to the Board, including her recommendation (with her staff's input) and any Minuteman guidelines, before the next meeting. Ms. Begg asked for information to be sent sooner rather than later, in order to provide ample time for review.

Town Election –
April 6, 2015

The town election will be held on April 6, 2015, and just one candidate is running for two open positions. Ms. Canelli and the Board have been informed of a write-in candidate, however. There is no minimum number of votes needed to be viable, but one candidate has to receive more votes than another.

The Trustee focus group meeting will be held on April 28, from 7:00 p. m. to 9:00 p. m. There will be no trustee meetings held during July and August, as usual.

Ms. Begg thanked Ms. Reardon for her service. Ms. Reardon expressed her

gratitude for the experience, stating that she now has a greater appreciation for all the work that goes into running a library.

The next meeting is scheduled for April 14, 2015, 7:30 p.m., followed by meetings scheduled for May 12, 2015 and June 9, 2015.

STAFF/PUBLIC REMARKS

Ms. Wyler said that winter weather has impacted Outreach efforts. There have been more deliveries to folks who could not get out, due to ice and snow. Numbers have been down for tutors and students alike in the Literacy program because patrons were not able to get to the Library.

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. Wyler's recommendation, can be found attached with titles, authors, book covers and links to the library catalog.

At 8:39 p.m., a motion was made/seconded (Prince/Pipes) there was unanimous approval to conclude the public meeting. Ms. Wyler left the room at 8:39 p.m. and all adjourned, as there was no executive session to follow.

Respectfully submitted,

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

Amy B. Chandler-Nelson
Recording Secretary