

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes March 8, 2016

Trustees: Sarah Begg; John Hall; Deborah Henry*; Patricia Hines;
Susan Pipes, Vice Chair; Cashman Kerr Prince, Chair
Director: Charlotte Canelli;
Staff representatives present: Linda McCusker; Jim Croak; Emely McIntosh,
Intern
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Mr. Prince called the meeting to order at 7:34 p.m.

MINUTES A motion was made/seconded (Hall/Begg) to approve the February 9, 2016 minutes of the regular meeting. All voted in favor.

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

CORRESPONDENCE

Ms. Canelli introduced Ms. Macintosh, an intern from Simmons College Graduate School of Library Information Science, who stayed for the duration of the public session. Mr. Croak was also in attendance for a short time, to provide a report on lighting, which is recorded in the Facilities Update section of the minutes. In order that Mr. Croak not have to spend more time than necessary at the meeting, Mr. Prince allowed him to give his report at the beginning of the meeting. Mr. Croak left the meeting after giving his report.

Ms. Canelli has received a document from Mr. McQuaid, entitled *Implementation of Financial Policies*, dated February 11, which was approved by the Board of Selectmen. He is comfortable with library procedures in this area.

She also reported that Ms. Wyler and Ms. Ling wrote a letter to Mr. Bishop, Chairman of the Board of Selectman, detailing the library's outreach home delivery services, which provides a service to the home bound. Many elderly may not know about this service and as the elderly pass away, we need others to know of our service. Mr. Hall reported that Mr. Bishop read the letter written by Ms. Wyler to the BOS at the meeting Mr. Hall attended. There was discussion about ways to let the public know about these services, including possibly sending a Light Bill insert. An advertisement (costing \$300) was placed in the Record and Town pages, asking for volunteers; the library continues to work on ways to extend its outreach.

Ms. Canelli has also received policy updates, *Seasonal/Temporary Unemployment Policy*, dated February 17, 2016 and *Alcohol and Drug Policy*, dated February 18, 2016, from the Town of Norwood Personnel

Board.

FINANCIAL REPORT

Current FY16 Budget Status There were no questions regarding the Current FY16 Budget Status.

FY16 Special Funds Report There were no questions regarding the FY16 Special Funds Report.

FY17 Budget Update The budget has been presented. Ms. Canelli said it is hard to know what changes might come. She noted that there have been increases in salaries over the last ten years, as well as some current increases in the building and maintenance line item. However, the increase over 10 years has been less than 2.5%

DIRECTOR'S REPORT

2016 Circulation Statistics There were no questions regarding circulation statistics.

Director's Advocacy/Marketing Report There were no questions regarding Director's Advocacy/Marketing Report.

Facilities Update: Capital Outlay Projects; Lighting Update; Simoni Room Update The window replacement project is moving forward; it is hoped that this project will cost less than \$10,000, eliminating the necessity of a bidding process. The windows will be of the same style, but they will be energy efficient. A medallion in one of the stained glass windows was slipping from its position. It was repaired by Mr. Martino who repaired the windows in 2000.

Mr. Croak is concerned about the electrical panel giving off too much heat and potentially causing a fire. Gone Green electric has been consulted and believes there is too much draw. If the Library changed to LED bulbs, it could reduce the draw, because each lightbulb would significantly less wattage. The total cost of a conversion would be \$3,620, and Norwood Light would rebate half. Light replacement would be a great way to solve a potential safety issue and it could also lower utility costs. Mr. Croak said that LED lighting has a brighter appearance, even though the wattage is less. The entire fixture would be replaced, but current wiring is okay as it is. There was a motion made/seconded (Ms. Pipes/Begg) to go forward with an LED conversion on the first floor as proposed, paid for by the Cushing Fund, with any rebate deposited back to the Cushing Fund. Ms. Hines asked if the Board should approve up to \$4,000 to cover this cost, but Mr. Croak said it is a firm estimate and that the work could be done soon. It would take one week to ten days to get the stock and then work could begin. Ms. Canelli was advised to ask for a check in the form of a rebate, instead of a billing credit, so the money could replenish the Cushing Fund. Ms. Canelli will write a letter to this effect. All voted in favor of the expenditure.

The Chairs in the Simoni Room look terrific. The curtain will be installed on

March 16. Mr. Croak will paint the room this summer, before the carpet is installed.

Technology Report: Ms. Begg noted that the quote from Whalley Computer Associates did not
Simoni Room include setting up files, cabling, or other supplies. Should there be concern?
Technology Update Ms. Canelli said that cabling is usually never included, and it is understood
that there can be no increased fees. The necessary wires are already installed
in the wall. It was noted that Whalley is on the approved state bid list. A
motion was made/seconded (Begg/Hines) to cover costs for the Simoni Room
Technology Update up to \$3,500 from the Cushing Fund; up to \$2,020 from
State Aid; and up to \$5,000 from the Monahan Fund. All approved. Ms.
Begg is thrilled that someone has been found to do the job.

Departmental There were no questions regarding Departmental Reports.
Reports:

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

Personnel; Jeffrey Mr. Jeffrey Hartman has been hired for the Sr. Circulation Assistant/Paging
Hartman, Sr. Supervisor/Graphics position. He has hit the ground running and is already
Circulation working at the front desk. His transition has been effortless and he is such a
Assistant/Paging good fit. Mr. Prince suggested that Mr. Hartman be invited to attend an
Supervisor/Graphics upcoming Trustee meeting.

Programming Ms. Reed will present at the Massachusetts Library Association Spring
Conference in May on a panel of four. Chief Brooks came to the library and
talked about the Innocence Project and a group has come to listen to the
Serial podcast.

Friends of the A quorum was not met at the last meeting, so the meeting was cancelled. Ms.
Library Canelli noted that the library has been paying an annual fee of \$275 for bulk
mailings. Bulk mailing demand has dwindled; newsletters are no longer sent
and bulk mail is used for postcard mailings only. The fee for renewal is due
in April.

Search Warrants There were no Search Warrants.

Miscellaneous There were no Miscellaneous Advisories.
Advisories

OLD BUSINESS

Noise in the Ms. Canelli said there were no incident reports and that Ms. Todesca and the
Library/Teen Children's librarians are doing a great job. There was a home-schooling
Behavior group that comes in every week and they do not follow library policy. Small
children are wandering the library. This group of at least 25 people are taking
all available tables and are eating lunch in the Simoni room from 11 a.m. to 1
p.m. weekly. Once the Children in the Library Policy is updated and
approved, Ms. Canelli will distribute it to this group.

Mr. Prince hoped that the Study Hall in the Simoni Room will continue, as it seems to be working well.

Employee Handbook Update Ms. Pizzi and Mr. Bresnahan are reviewing the Employee Handbook and are aware that the deadline is in May.

2015-2016 Review of Policies: Children in the Library Ms. Begg requested that the heading Unsupervised Children Over the Age of 10, be changed to Unsupervised Children 10 & Over, to coordinate with the heading Supervision of Children Under 10 Years of Age, so that the 10-year-old cohort is not excluded. The Board approved this change.

Ms. Canelli noted that the wrong policy was distributed in the packet. The correct policy that Brandon Moss has written was emailed on February 11, 2016. Mr. Prince read the correct policy to the group. There was concern that the Board would be voting on a final version that was not in hand. It was agreed that the Board would vote on the policy that was read (sent February 11 by Brandon Moss, reference # 905592V1), with Ms. Begg's edits, and that Ms. Canelli would send the final policy by email for the Board's final review and approval. It was agreed that each Board member would email Ms. Canelli with final approval by email, once they reviewed the final version that would be sent. This method of approval was adopted, because there is need to refer to the policy immediately, and if there was a delay, the final policy would not be approved until the April meeting.

A motion was made/seconded (Begg/Hall) to approve the Children in the Library Policy with Ms. Begg's edits. A roll call vote was taken and all approved. The Board will email Ms. Canelli individually with final approval.

Passport Agency Application On February 25, 2016, Ms. Canelli submitted the application to be approved as a United States Passport Agency.

Elevator Hearing, March 10, 2016 Ms. Canelli and Mr. Croak will have a phone conference with Mr. Moss, to discuss the upcoming hearing on the elevator fine.

MML 2015 Annual Report Submission Ms. Canelli has submitted the Morrill Memorial Library Annual Report for 2015.

Custodial Salary Upgrade Update Due to the confidential nature of this topic, a motion was made/seconded (Begg/Hines) and voted unanimously that this item be moved into Executive Session following tonight's meeting. The Board will reconvene in open session at the conclusion of the executive session only for the sake of adjournment.

NEW BUSINESS

There was no new business to discuss.

The next meeting is scheduled for April 12, 2016, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. McCusker and Ms. Macintosh gave a brief overview of books they are reading.

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

At 8:42 p.m., a motion was made/seconded (Hines/Pipes) and approved unanimously to conclude the public meeting, which will re-open only to close upon the conclusion of Executive Session. Ms. McCusker and Ms. McIntosh left the room at 8:42 p.m.

A motion was made/seconded (Begg/Hall) and unanimously voted at 9:00 p.m. to adjourn the meeting.

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