

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes May 10, 2016

Trustees: Sarah Begg; John Hall; Deborah Henry*; Patricia Hines;
Susan Pipes, Vice Chair; Cashman Kerr Prince*, Chair
Director: Charlotte Canelli;
Staff representatives present: Liz Reed
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

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

MINUTES

A motion was made/seconded (Begg/Hall) to approve the April 12, 2016 minutes of the open session meeting. All voted in favor.

WARRANT

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

CORRESPONDENCE

Ms. Canelli passed out MBLC brochures at the beginning of the meeting, for the Trustees' edification.

Ms. Warren sent a thank you note, which was circulated.

The packet of information distributed to Trustees contained approvals from the Board of Selectmen for the article requesting authorization of the Restitution Money Account as a Revolving Fund and approval for the light bill mailing. There has been nothing received from the Personnel Board this month.

Mr. Edward Sweeney donated a Merlin Video Magnifier, which was installed right away. It is on a low table for the wheelchair bound and the OPAC is next to it. Mr. Prince and Ms. Canelli will write a thank you note to Mr. Sweeney by the next meeting.

Mr. Andrew Howard, who served on the long-range plan focus group, made a donation in the amount of \$1,000. A welcome surprise, it will be used for book purchases.

FINANCIAL REPORT

Current FY16
Budget Status

The budget is on target. Spending for materials is always one month ahead. All orders will be completed by June 1, except best sellers or "speed reads". The Library will purchase four iPads; one will be affixed in the reading room, and one in the reference room.

Ms. Canelli said that the Library has extra money now, so a lot of pressure has been taken off, allowing her to be able to do more than she has been able

to do in the past, due to funds that are not exclusively ear marked.

FY16 Special Funds Report
FY17 Budget Update

There were no questions regarding the prepared Special Funds Report.

There has been no update received with regard to the FY17 Budget. Ms. Canelli hopes that it is approved by Town Meeting Members at the May Annual Town Meeting. Article 21 at the Special Town Meeting will be indefinitely postponed to the Annual on advice from Town Counsel. Ultimately, Ms. Canelli expects it will be approved, and FinCom and the selectmen agree. It will be called the Library Revolving Fund instead of the Restitution Fund.

The Library will be able to proctor exams again. Ms. Canelli used to do so after 5:00 p.m. on her own personal time, and would ask for a \$15 check donation for the Francis Fund. Now, anyone on staff will be able to proctor an exam, and this revenue will be able to be deposited in the Revolving Fund, to be put toward Library books and materials. Fines will no longer be deposited in the General Fund. It makes sense that the Library will be able to retain its fines and fees, which will support programming, and lost/damaged books.

DIRECTOR'S REPORT

2016 Circulation Statistics

MLN did not have Express Lane numbers by the time of the board meeting; all statistics come from different sources, and they needed to be available by the first Thursday of each month in order to be included in the trustee packet.

Director's Advocacy/Marketing Report

There were no questions with regard to the Director's Advocacy/Marketing Report.

Facilities Update: Director's Office Paneling; Capital Outlay Projects; Simoni Room Update; Security Update

Ms. Canelli received approval from Mr. Prince to ask Mid-Mass Renovating tear off the back wall of her office, to address mold issues. She had bronchitis and respiratory issues last year and she noted it was worse, when she was in her office. There was profound wood and carpet damage, due to repeated leaks over the past century. Mr. Croak contacted Mid-Mass Renovating, and the company took down all wood and fabric, and bleached and painted a mold and mildew inhibitor on the brick. The cost for the repair thus far is \$1,000. It could be paid for by the Cushing Fund. When the windows are replaced, air circulation will help with the mold/mildew problem. It is estimated that the wood replacement will cost roughly \$2,000. A motion was made/seconded (Hall/Hines) to authorize up to \$4,000 to be paid from the Cushing Fund for invoices associated with the Director's Office repair. All approved.

Mr. Croak has received a verbal estimate for replacing the eyebrow windows in the Trustees' Room, at a cost of roughly \$20,000. When air conditioning is on in the building, windows should not be open, but the literacy room can get stuffy. This is still under discussion. It was noted that the accordion wall

provides some flexibility for this multi-purpose room.

The carpeting, windows, and security system is still in flux. One bidder for the projects dropped out and now Ms. Carney must put the project out to bid again. It has been a frustrating process, for the Library is at the mercy of the Town.

Are there documented consequences if the work is not done? Norwood Police wanted information the Library couldn't provide, due to an inadequate security system. Ms. Canelli will forward Ms. Carney's letter to the Board. Ms. Carney is managing multi-million dollar projects and she is wrapping up a DPW project in September. She is also replacing the entire phone system for the Town. The Board is concerned about safety in the Library, being mindful that the public congregates at the Library.

Technology Report:
Simoni Room
Technology Update

There are space issues with obtaining more DVDs, although there is demand for it. Ms. Canelli looked at birth statistics of children to those who are living in Norwood in the Town report. She noted that there are many families from India living in the community, and the population is growing. The Library will continue to serve that population, by obtaining more Hindi film and book titles and, perhaps, obtaining a Hindi speaker at one point.

Departmental
Reports:

There were no questions regarding Departmental Reports.

News Releases

There were no questions regarding the prepared News Releases.

Personnel; Staff
Association MOA

The Board needs to vote and accept the Memorandum of Agreement (MOA) that was circulated prior to the meeting. It was noted that one Trustee member was not present, but that a quorum was present. A motion was made/seconded (Begg/Hines) to accept the step changes as outlined in the MOA. A Roll call vote was made and all voted in favor of the motion. The absent member had already signed the agreement. Ms. Canelli will write to Attorney Bresnahan to see if this process is agreeable, and, if it is not, she will contact the Board.

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

The book sale garnered \$1,700, which was higher than recent sales, by \$300-\$400.

Search Warrants

There were no Search Warrants.

Miscellaneous
Advisories

There were no Miscellaneous Advisories.

OLD BUSINESS

Noise in the

Behavior has been normal. Ms. Canelli met with the parents of the uninvited

Library/Teen Behavior	teens. One of them will not be invited back at the moment.
Employee Handbook Update	Ms. Canelli said this work is ongoing.
Elevator Hearing, March 10, 2016	Ms. Canelli has received good news. The appeal of the fine was passed and the fine was waived.

NEW BUSINESS

Literacy - Building Requests	The Literacy group asks for the Library to open the eyebrow windows; put a wall between two study rooms; and open the windows in the literacy room. There is concern about the effect of open windows during wind gusts, and when the air conditioning is operating. When a quote is obtained, the Board will discuss these requests at that time.
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The next meeting is scheduled for June 14, 2016, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Reed is presenting at the MLA conference in Hyannis, along with Ms. Ling, and Patty Bailey. The panel will discuss DIY programming and lessons learned. Ms. Reed has been managing the blog for the library programming group.

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. Reed, 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 8:50 p.m. to adjourn the meeting. All left the room, as there was no Executive Session to follow.

Respectfully submitted,



Amy B. Chandler-Nelson
Recording Secretary