

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes May 12, 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: April Cushing, Diane Phillips
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Ms. Begg called the meeting to order at 7:32 p.m. Ms. Canelli was absent, due to illness, and Ms. Phillips joined the meeting in her place. If questions arise that Ms. Phillips cannot answer, she will present them to Ms. Canelli.

MINUTES A motion was made/seconded (Prince/Hall) to approve the April 14, 2015 minutes of the regular meeting. Mr. Hall requested the word “commented” be replaced with the words “asked about” in the facilities update. With this amendment, all voted in favor.

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

CORRESPONDENCE The Minuteman Library Network FY 16 Agreement was not included in the packet of information circulated to Trustees. Ms. Phillips will ask Ms. Canelli to bring a copy of it to the next meeting.

FINANCIAL REPORT

Current FY15 Budget Status The budget is on schedule. Mr. Hall reported that someone at Special Town Meeting asked about no budget for snow removal as part of the conversation discussing the transfer of costs from departments for excess snow removal to the town. Alan Slater gave an answer that wasn't completely accurate and Ms. Canelli had left the meeting, due to illness, so was not able to address it. Ms. Begg will let Charlotte know about the matter, in the event there are further questions. Mr. Hall reported that excess costs of snow removal will be covered from the town's free cash account.

Mr. Prince added that, should a snow removal line be added to the budget, this must be acted upon soon. This will address certain concerns to get the budget to reflect expenses. It is too late to add this line for the upcoming fiscal year, but it could be added to be presented at the FY16 May Town Meeting. The effect on MAR will need to be discussed with Ms. Canelli. A motion was made/seconded (Prince/Hall) to have snow removal budget item added to the June agenda, when Ms. Canelli will be present. All voted in favor.

FY15 Special Funds There were no questions regarding the FY15 Special Funds report. Ms.

Report Phillips commented that back-orders are not in, yet, so the numbers are off just a bit.

Memorandum Pay Matrix Part-time Employees The Memorandum dated May 6, 2015 from Ms. Canelli to the town has been acknowledged by the recipients. Mr. McQuaid, Mr. Marsh, Ms. Pizzi, and Mr. Slater have viewed it and had no questions or concerns. A motion was made/seconded (Prince/Henry) to approve the memo that has been circulated. All voted in favor.

Budget as Proposed by FinCom to be Approved at Town Meeting Mr. Prince asked about item P1841, Library Incidentals, Dues and Conferences, being reduced from \$1,504 in FY14 to \$1,000 in FY15. If this is a contractual obligation, it cannot be reduced. Can this expenditure be switched with line item P2650, Library Incidentals, Tuition Reimbursement, which is \$1,500 for FY15? Could the Equipment/Repair or Miscellaneous line item be reduced? Ms. Phillips will speak to Ms. Canelli about the contractual item that has been reduced.

Final Budget Adjustments Mr. Prince noted that, with regard to the Proposed Final Budget FY16, the Total Materials line at \$173,737 is \$21,000 less than the Materials Expenditure Requirement at \$194,755. Ms. Phillips said that the Library was level-funded, with the exception of salary increases. Is the Library meeting the Materials Expenditures Requirement?

DIRECTOR'S REPORT

Circulation Statistics There were no questions regarding the prepared Circulation Statistics.

Departmental Reports Ms. Begg was impressed by the LSTA grant, which sounds wonderful. Money for programming would be great. Ms. Begg appreciated seeing the Library Appreciation Week notes.

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

Facilities Update Ms. Begg circulated a letter dated May 12, 2015 from Ms. Bonnie Wyler requesting that the air conditioning be turned on earlier next year. The third floor has been unreasonably hot this year, and has had an adverse effect on those using the third floor. HVAC was converted to Air Conditioning on May 12, 2015. It can take some time to change the system from one to the other. There is hope that the baffling system will work well this year.

Technology Report Ms. Palmgren has maintained a tight budget and so modifications to the Simoni Room continue as scheduled. Expenses will be encumbered for the first three months of the new fiscal year and all contractual obligations will be met. Ms. Carney will be meeting with Ms. Canelli and Ms. Palmgren to discuss finances and the selection of a contractor.

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

- Releases Releases.
- Personnel Ms. Simons has notified the Library about her plans to retire. The Technical Services Assistant position will be posted and a new person could start July 1, 2015. There is some extra money in the staff budget. Sick time buyback comes into play and State Aid may be used for this purpose.
- Friends of the Library A recent Book Sale garnered \$1,300. Although this amount has been higher in the past, Empire Books took 8 boxes of books prior to the sale, which they will sell at a higher price than what would be obtained at the regular sale, so the money earned from that action is not yet known.
- Search Warrants There were no Search Warrants.
- Miscellaneous Advisories There were no Miscellaneous Advisories.

OLD BUSINESS

- Noise in the Library/Teen Behavior There have been no major issues with regard to noise or teen behavior.
- Bylaw Revision Article 4, Section 1, Subsection 2 of the Bylaws has been amended to have the Election of Officers take place in June. The amended Bylaws were circulated to the Board in advance of the meeting. A motion was made/seconded (Prince/Hall) to vote to amend the bylaws, in accordance with the revision. There was no discussion. A roll call vote was made and all voted in favor. The motion carried. The election of new officers will occur at the June meeting.
- Long Range Plan Update The surveys have been distributed. There were tweaks that were needed, because those on iPads or cell phones or other portable devices could not navigate through to the second page on Survey Monkey. Ms. Palmgren fixed it and a second notice was sent out. In over a week, almost 100 had been filled out online. Staff Development Day is June 5. It was agreed to postpone further discussion until more information is available. Mr. Hall compiled a focus group analysis, which was distributed with the Trustees' packet. Additional thoughts are welcome.

- NEW BUSINESS** There was no new business to discuss.

The next meeting is scheduled for June 9, 2015, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Phillips announced that Ms. Canelli plans to attend the Town Meeting on May 14, 2015 (the Capital Outlay Meeting). Ms. Begg will contact her beforehand.

TRUSTEES' REMARKS

Ms. Begg, 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. Phillips and Ms. Cushing, can be found attached with titles, authors, book covers and links to the library catalog.

At 8:20 p.m., a motion was made/seconded (Prince/Pipes) and there was unanimous approval to conclude the public meeting. All adjourned and left the room at 8:20 p.m., as there was no executive session to follow.

Respectfully submitted,

A handwritten signature in cursive script, reading "Amy B. Chandler-Nelson", is centered on a light yellow rectangular background.

Amy B. Chandler-Nelson
Recording Secretary