

MORRILL MEMORIAL LIBRARY

Norwood, Massachusetts

BOARD OF TRUSTEES

Minutes May 6, 2014

PRESENT

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

MINUTES

A motion was made/seconded (Hines/Prince) and voted unanimously to approve the March 4, 2014 and April 8, 2014 minutes of the regular meetings and minutes of the March 4, 2014 and April 8, 2014 Executive sessions, noting that a parenthesis should be removed in the Old Business, Staff Association Contract Negotiations section of the March 4 minutes and the word council should be replaced with the word counsel in the fifth paragraph of the April 8 Executive Session minutes. Also, the staff representative was not present at the April 8 Executive Session meeting.

WARRANT

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

CORRESPONDENCE

The House has passed the budget and has made cuts in state aid to public libraries. Ms. Canelli had hoped that there would be an increase in state aid, but it will remain the same.

FINANCIAL REPORT

Current Status FY14 Budget

The Current Status Budget FY14 report, dated May6, 2014, was reviewed. Ms. Canelli reported that Mr. Maloney and Mr. Greeley have advised there is a salary surplus of \$22,000. This is due, in part, to not hiring as many part-time workers as expected. The surplus is unusual and will likely not occur next year. There is a plan to transfer the surplus to cover maintenance expenditures. The Finance Committee met with Selectmen before Town Meeting. Upcoming expenditures include acoustical remediation costs for the chillers, paving, and other facilities repairs. Money transfers will not occur until invoices have been received, which may be done up until June 30, 2014. The Library has never really had a surplus before. Ms. Begg noted that some invoices need to be paid from the trust and she requests a transfer of funds to replenish air conditioning expenses. Ms. Canelli said money has been taken out of gift and State Aid funds to pay for books. Mr. Prince will work with the Finance Committee to replenish special funds and commends Mr. Carroll and Mr. Cooper for their input and support. The electric bill is payable in July and will be combined with other departments' "unpaid" bills paid by the town, as has been the custom for the last three years. Prior to that, it was paid by State Aid. The town collects unpaid bills and pays them from the Reserve Fund. No vote needs to be taken in order to do this.

Special Funds

Ms. Canelli reviewed the Special Funds Report FY14 dated May 6, 2014.

FY14 Report

Not one application has been received for the Sastavickas Scholarship, but the applications are not due until May 15. Ms. Begg, Ms. Canelli and the staff association president will meet to review the applications. All Norwood High School guidance counselors have received a press release with details about the scholarship.

There was a question as to whether the Endowment Fund would pay for a lunch or not for prior board members who have retired. Mr. Prince said the Board normally takes retired trustees out to lunch. Will the commemoration include only former trustees? With the recent passings of Mr. Ruboy and Mr. MacLeod, it would be good to get together, they thought. In the past, each trustee member paid her/his own way and made a contribution to the guest being honored and her/his significant other. The new request feels like an unusual change in practice and so current trustees felt it was not an appropriate use of funds. A motion was made/seconded (Prince/Hines) encouraging retired trustees to socialize, but not to use public funds for the purpose. Mr. Hall expressed support for continued recognition, but voiced concern that the Board need not make strong decisions that don't have to be made. The motion was withdrawn. Current trustees expressed a desire to adhere to the manner in which retiring trustees have been supported in recent years, following gift policy. They encourage the group to use private funds.

OLD BUSINESS

**Reorganization of
the
Board/Committee
Assignments**

Ms. Begg is acting in her role. A motion as made/seconded (Prince/Hall) and voted unanimously to elect Ms. Begg as Chair. A motion as made/seconded (Pipes/Hines) and voted unanimously to elect Mr. Prince as Vice Chair. A motion was made/seconded (Prince/Hines) to have Ms. Begg and Mr. Prince remain on the Personnel Committee to assist Ms. Canelli. Ms. Begg can serve as an ex officio member of any and all committees. The Budget subcommittee is now comprised of Ms. Pipes and Ms. Hines. Ms. Reardon and Mr. Hall will review the By-Laws and Policy manual, as a Special subcommittee, in order to inform the Long-Range Planning Committee (LRPC). The LRPC has a large undertaking; its work will start in November and continue through the entire year. The LRPC is distinct from the Special subcommittee, although there will be considerable overlap in content. The composition of the LRPC will be determined by the Personnel subcommittee at a future point, and will include members of the entire Board. In addition, other library directors will be consulted, and, perhaps, consultants and facilitators. Mr. Hall said there are Massachusetts Web sites that provide examples of such long-range committees from a dozen different communities, so there is a tremendous amount of material from which to draw. Ms. Hines will remain the Liaison to the Friends. She is a non-voting member and serves as a channel of communication. This group supports the library, but it would be helpful to further define the role of the Trustee assigned to this group. This can be considered under any long-range plans and also within the by-laws. Ms. Reardon will support the Adult Literacy program.

Noise in the
Library/Teen
Behavior

The library becomes quite active at 2:30 p.m., once students have been released from school, and library staff can actually hear groups of students arriving. This month, an eleven-year-old child bit a monitor, necessitating replacement. The boy denied damaging it. Mr. Prince asked if there could be a transfer of funds from the municipal side to cover the replacement expenditure, but Ms. Canelli informed the group that there is money in that line item to cover such situations.

Ms. Elizabeth Reed was introduced as the newest member of the staff, the Adult and Information Services Librarian. She previously worked at the Newton Free Library, which has a big circulation desk situated not far from the reference area. She is involved with Science, Technology, Engineering, Art, and Mathematics (STEAM) and the Library is thrilled to have her on staff. Ms. Reed has spent a couple of days working with Ms. Cushing and she has acclimated well. After introductions, Ms. Reed left the room at 8:15 p.m.

Municipal Relief
Act – Salaries
Surplus

Due to the confidential nature of this topic, a motion was made/seconded (Prince/Pipes) and voted unanimously that this item be moved into Executive Session following tonight's meeting.

FY15 Budget to be
Presented at Town
Meeting

The Library has received the money it requested, which pleased Ms. Canelli. The economy has improved and messaging has garnered library support. Ms. Hines, Mr. Hall and Ms. Canelli will attend all spring 2014 Town Meetings. Ms. McCusker and Ms. Canelli noticed that \$8000 for a study was put into the building maintenance budget line before the increase. Is it part of calculations going forward? Not for MAR (Municipal Appropriation Requirement). This money was not included in the FY14 budget prior to the State Aid Application. The bottom line calculation for FY15 is an increase in the budget of 2.5% over average. Ms. Canelli doesn't foresee any problem at Town Meeting.

Staff Association
Contract
Negotiations
Air Conditioning

A motion was made/seconded (Prince/Pipes) and voted unanimously that this item be moved into Executive Session following tonight's meeting.

This project will begin to move quickly. Neighbors are aware that the system will be worked on soon.

Library Policy and
Board By-Laws

Speed reads are held for 14 days (increased from 7 days), when fines are dropped from 50 cents to 25 cents a day, and patrons have responded with enthusiasm. It was voted this past December to revisit this process to establish policy. A motion was made/seconded (Prince, Hall) and voted unanimously to establish this as a revision to the Circulation.

The Special subcommittee will review the by-laws in detail during the summer and in advance of any work done by the Long-Range Planning

Committee (LRPC). Although there is not much time between now and June, Mr. Hall and Ms. Reardon will meet and will bring suggestions to the Board at its June meeting. It was noted that the Winchester, MA policy manual is extensive and may prove a good resource.

Canelli
Massachusetts
Municipal
Association/Suffolk
Educational
Opportunity

Ms. Canelli has circulated a letter to the Board, detailing class schedules and seeking tuition reimbursement for this potential opportunity. The person administering the program has encouraged her to apply. Ms. Canelli has a strong record of pursuing professional development for herself and, with eight years remaining in her career at the Library, she feels that her staff and the Library as a whole would also benefit from this learning opportunity for her. Topics to be discussed during 25 days of Friday classes include fundraising, networking, and political information, among others. Ms. Canelli assured the Board that her library work would be done, but some scheduling would need to be adjusted. She would give up book discussions and would plan to complete her course work on weekends. In addition, she will not attend conferences this year, which typically encompass 5-10 work days. Staff meetings and department meetings are held every month, but staff meetings can be held without the Director. If balancing course demands with her work responsibilities proves too challenging, Ms. Canelli will inform the Board. Ms. Canelli is an exempt, salaried employee and asks the Board to grant her time away from work for purposes of work, as well as \$300 tuition reimbursement. A motion was made/seconded (Mr. Prince/Ms. Pipes) to allow Ms. Canelli to attend this course and to provide tuition reimbursement. Ms. Hines supports the motion, with the provision that Ms. Canelli not seek employment elsewhere for two years. Ms. Canelli would be happy to sign a statement to that effect, if needed. Ms. Begg would like to grant the majority of days with some being taken as vacation or personal time (20/5), for more balance. Mr. Prince supports the agreement, but not for a two-year term, likening it to a sabbatical, which is typically one year in duration. This could be a terrific experience, especially with regard to any law or human resources topics that are not covered in library training, which may be necessary for the job. Mr. Hall felt it was an excellent, appropriate program that will be valuable to the library and to the town. Would such an opportunity be afforded any other staff member? There is already a policy for salaried, exempt employees to make requests. Ms. Canelli can't be granted unpaid leave for the course time for professional development that is sought. Mr. Hall supports the proposal in principle and suggests the Personnel Committee sort out the details. The Board will allow Ms. Canelli to pursue this opportunity, and grants her time to do so, as long as there is adequate coverage in her absence. The application is due May 15, 2014. If Ms. Canelli is accepted into the program, the Personnel Committee will caucus. A motion was made/seconded (Hall/Hines) and unanimously approved to authorize Ms. Canelli to submit an application for the course.

NEW BUSINESS

Board iPads

In order to cut down on paper usage and to reduce mailing costs, Ms. Canelli suggests distributing materials to the Board by PDF. It costs between \$2.50

and \$4.00 to mail each packet per month (roughly \$25 per month in total), so Ms. Canelli asks the Board to consider investing in iPads or other personal tablets to be used for Library work. It was noted that the copier company includes paper costs and toner costs for staff copies in its service agreement. The Board will investigate available options, taking into consideration screen size, costs, and any educational discount that may be available. There may be a discount for a minimum purchase of 10 tablets, and nine people generally attend Trustee meetings. Are there grants available for such purchases? No, as technology can be tricky to fund. Tablets would make document searching easier, and links would be readily available. Publicity packets would also be easier to assemble. Ms. Reardon doesn't do serious reading on a laptop, so adjustments would need to be made for those who prefer a printed page. Samsung offers a handwriting recognition tool, so it could translate any handwritten page. Can there be different tablets for individual Trustees or must the tablets all be identical? More information will be gathered for further discussion at the June meeting. Will money from the budget surplus support this purchase? Can there be a transfer of \$2,000 into the equipment line? Ms. Canelli will discuss options with Mr. Maloney and Mr. Greeley. The Budget Committee will review a detailed proposal, when available.

DIRECTOR'S REPORT

Circulation Statistics	There were no questions from the Board regarding Circulation Statistics.
Advocacy/Marketing	414 patrons attended library programs last month. All programs brought 35 or more people to the event and were well received.
Facilities Update	There were no questions from the Board regarding Facilities.
Technology Report	Ms. Palmgren received a donation of a Kindle for library use.
Departmental Reports	There were no questions from the Board regarding Departmental Reports.
News Releases	There were no questions from the Board regarding News Releases.
Personnel	Congratulations to Patty Bailey, who was nominated as Paraprofessional of the Year at the MLA conference.
Programming	There were no questions from the Board regarding Programming.
Friends of the Library	The Friends had a book sale. It is unknown how much the proceeds were.
Search Warrants	There were no search warrants.
Miscellaneous Advisories	A homeless person was hanging out in the staff entrance. There were many cigarette butts left around and police were called. There has not been an issue since. An incident report was filed.

The next meeting is scheduled for June 10, 2014, followed by a meeting on September 9, 2014.

STAFF/PUBLIC REMARKS

There were none.

TRUSTEES' REMARKS

Ms. Hines read *The Ear of the Heart: An Actress' Journey from Hollywood to Holy Vows* by Mother Dolores Hart and Richard DeNeut (2013)

Cashman Kerr Prince is reading on his new eReader, a Kobo.

Susan Pipes read *The Silent Wife: A Novel* by A.S.A. Harrison (2013) and *Hidden* by Catherine McKenzie (2014)

John Hall read *Target Lancer* by Max Allan Collins (2012)

Sarah Begg read *Almost True Confessions: Closet Sleuth Spills All* by Jane O'Connor (2013) and *A Dark and Stormy Knit* by Anne Canadeo (2014)

Patricia Reardon read *Someone* by Alice McDermott (2013)

Charlotte Canelli, Library Director, read *Labor Day* by Joyce Maynard (2009) and she recommends the film.

A motion was made/seconded (Prince/Pipes) and approved unanimously to conclude the public meeting, which will re-open only to close upon the conclusion of Executive Session. Ms. Rabbitt left the room at 9:15 p.m.

The next meeting of the Board will be held Tuesday, June 10, 2014. A motion was made/seconded (Prince/Begg) and unanimously voted at 10:11 p.m. to adjourn the meeting.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Amy B. Chandler-Nelson", is written over a light yellow rectangular background.

Amy B. Chandler-Nelson
Recording Secretary