

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes November 18, 2014

PRESENT

Trustees: Sarah Begg, Chair; John Hall; Patricia Hines;
Susan Pipes; Cashman Kerr Prince, Vice Chair; Patricia Reardon
Director: Charlotte Canelli;
Staff representative present: Michele DeGrazio
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Ms. Begg called the meeting to order at 7:35 p.m.

MINUTES

Ms. Canelli announced that there are a couple of minor typos in the copy distributed and that these would be corrected. A motion was made/seconded (Prince/Hall) to approve the October 14, 2014 minutes of the regular meeting. Mr. Hall requested that the second and third sentences in the second paragraph on page 6 be stricken. There were no other comments. All voted in favor to accept the minutes, as amended.

WARRANT

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

CORRESPONDENCE

Several pieces of correspondence have arrived, including updated policies of the Town of Norwood Personnel Board regarding family medical leave policy revisions. A letter from Attorney Sills regarding unpaid vacation and holiday pay for a staff member has been received, and Kevin Bresnahan, MHTL (town counsel) and HR have been contacted about it. Attorney Bresnahan has had a death in the family and so Ms. Canelli awaits his advice. A letter written by Brandon Moss, MHTL (town counsel) regarding the former elevator service company, Precision, arrived November 18. This company did not do the job they were contracted to do and they have not been returning phone calls for the last six months. They are now out of business. The Commonwealth was behind in its elevator inspections in the past; however, Precision did not assure that the library's inspections were done and a waiver was not filed, as Precision claimed. A fine of \$12,900 was imposed by the Commonwealth for not having the inspection done. Legal counsel will seek money for not having filed a waiver and money for a year's worth of the contract that was not met. There is a new contract signed with Atlantic Elevator.

A new snow plow company has been hired, as well. Folan Landscaping has signed a contract and come highly recommended.

In addition, the organizational charts that have been worked on for a few months by Ms. Canelli and David Hajjar, Personnel Committee Chair have been posted on the Web site.

FINANCIAL REPORT

Current FY15 Budget Status The Special Town Meeting was held November 17 and voters got through Article 6, while Article 14 and Article 20 relate to the library. Library business will likely be discussed on November 24.

With regard to the minimum wage increase, municipalities are only required to follow Federal guidelines. Ms. Pizzi recommends an increase, which will bring an impact of \$3,000 per year. The impact to FY15 is \$1,500 and has been worked into the budget. As part of this work, Ms. Canelli emailed other local library directors to see how compensation for staff compared. She learned that other libraries do not pay as low as Norwood does and that will be taken into consideration. It might be that circulation staff have a raise that is not at the same increment as others, but higher. Beginning salaries will be raised to \$9 per hour, and others will make \$1 more per hour after the start of the year. The Finance Committee is supportive of this action.

Ms. Pizzi is investigating the impact that the law passed earlier this month for sick time paid to part-time employees will have. Municipalities have generous sick time benefits, but not for part-time workers.

FY15 Special Funds Report Ms. Canelli has worked with Bob Marsh, the new treasurer, to see how the library funds could earn more interest. The Sastavickas Scholarship fund was set up to earn \$500 per year, but it is earning \$60 per year, instead.

FY16 Budget The FY16 budget was submitted online into the Town's financial software on November 14. Ms. Canelli will write a budget narrative after retroactive raises have been given. Mr. Prince asked if funding for postage or building supplies needs to be increased. Mr. Croak places orders in July, and has put in a huge order for light bulbs, but costs will decrease once lights have been switched to LED. Both these line items are generally over spent, but the sub-committee wanted to keep increases to 3%, which has been past practice. The Finance Committee might recommend decreases. There are 11 step raises, which reflect increases in salaries. The subcommittee also insured that the library meet the MAR (Municipal Appropriation Requirement). A motion was made/seconded (Prince/Pipes) to approve the FY16 budget for submission for a total amount of \$1,639,463. All voted in favor.

DIRECTOR'S REPORT

Circulation Statistics In response to a question from Mr. Hall, Ms. Canelli said that library cards do expire. Generally, patrons visit often enough that librarians are able to renew the card close to the expiration date, but if one is not a regular user of the library's collection, it could expire.

Director's Advocacy/Marketing There were no questions from the Board regarding Advocacy/Marketing.

Report

Facilities Update

Mr. Prince thought that at least one other estimate should be sought from local upholstery shops, aside from New Life Upholstery. It is expensive to reupholster, but it seemed prudent to fix 24 chairs that are in great shape otherwise. An estimate of \$100 per chair, for the back and seat, has been obtained, but the library will solicit another bid from Lisbeth's in Norwood, as well.

Technology Report

There were no questions from the Board regarding Technology.

Departmental

Reports

There were no questions from the Board regarding Departmental Reports.

Programming/News

Releases

There were no questions from the Board regarding Programming.

Personnel

There were no questions from the Board regarding Personnel.

Friends of the

Library

Pat Hines has announced that she needs to step down from her position as liaison to the Friends of the Library. Ms. Canelli explained that the liaison attends monthly meetings, which are held on a Thursday night, ending by 9:00 p.m. The schedule is determined in July for the entire year, so dates are known well in advance. John Hall was appointed as the liaison to the Friends of the Library.

Search Warrants

There were no Search Warrants.

Miscellaneous

Advisories

There were no miscellaneous advisories.

OLD BUSINESS

Noise in the

Library/Teen

Behavior

There is nothing to report regarding noise at the library.

Air Conditioning

Update

The new structure has been added and all look forward to seeing how it works this coming spring. When the air conditioning matter was brought to the town, a noise study was requested, which has not been done. The town might need to be reminded of this. The town will continue to handle the issue, although related bills, while being passed to the library, have been paid by the town.

Board Bylaws

The Board has received a final draft of bylaws, dated November 18, 2014. Mr. Prince expressed concern "that every time these Bylaws refer to a current MA General Law, or even the reference to *Robert's Rules of Order* (2011), the Bylaws become technically inaccurate when, inevitably, those sections or editions change, or are replaced. When [he] worked in a law firm drafting legal documents [they] would append after each reference " , or any successors thereto" to cover the inevitable eventuality." He wished "to see that incorporated here so that these bylaws remain trouble-free and in full force and effect for some years to come." Mr. Hall said that

there is a risk to that because it makes a change that doesn't fit with the rest of the bylaws. By not having that in there, the Board is forced to consider any change. Given that the draft doesn't have the wording suggested by Mr. Prince, Mr. Hall suggested that the Board pass the bylaws without the change and, at a future time, when it has been worked out more thoroughly, consider making an adjustment.

A motion was made/seconded (Hall/Hines) to accept the November 18, 2014 as distributed. There was unanimous vote to accept the bylaws as presented. Ms. Begg thanked the bylaw committee for their work.

Long Range Plan
Update

The revised long-range or strategic plan schedule draft, dated November 14, 2014, was distributed to the group. The Long Range Planning Committee (LRP) has not designated a Chair, and someone from the committee needs to make a report. The usual plan is to choose the person sitting the longest on the Board to serve as Chair. Ms. Begg proposed that Ms. Hines serve as Chair, but Ms. Hines hesitated, saying she is over-extended as it is. Mr. Prince suggested members submit a written report to include in the monthly packet. It was agreed that the LRP needed a Chair, but it was decided that one would be selected at the next meeting.

Ms. Canelli reported that the LRP met for two hours with a MA library system consultant, who explained the process and answered questions. The LRP is interested in hiring a consultant and a request for proposal was provided to her, but it didn't fit the needs of the library. She has a list of people who are previous or retired librarians, who may be a good consultant for this work. A focus group, including one trustee member, one Friend of the Library, community members, honor society students, one or two staff members, and business contacts could be brought together. The LRP will compile a list of specific community members who could be contacted to serve.

Mr. Prince was concerned about fluctuating attendance, should multiple meetings occur, while a single, three-hour meeting might have limited attendance. One thought was that more meetings would draw a greater swath of people. Shifting attendance can be problematic, however.

Mr. Hall thought that the committee should propose one date and one meeting of certain duration and that the LRP committee should take the lead of the content and only engage the Board as a whole once the plan needs to be approved.

Mr. Hall said the role of the committee is not a steering group, but is aimed at providing elements for the vision statement from ideas extracted from the community, staff, trustees, and any survey essay contest. The director heads the effort to converting those ideas to goals.

There could be a single, long meeting in March or several meetings. There

could be separate staff and trustee meetings to discuss the project. One staff development day will be dedicated to a focus group meeting.

There will be a community survey, and a letter has been prepared and shared with Selectmen, who will hopefully approve it. The plan is to distribute the insert with light bills. The light bill mailing will reach approximately 15,000 customers.

Ms. Reardon thought a prize or lottery should be established, for those who respond to the survey. Ms. Canelli thought that it would be a great incentive to offer something in return, citing her experiences in Bellingham.

Ms. Hines said that funding would be needed, but that a figure, not to exceed a certain number, could be discussed in January, when there will be a better idea of what is needed. It is not expected to be expensive, probably below \$2,500. The facilitator would be involved with the community and trustees. Interviews could be conducted by phone, but there will be face-to-face meetings with finalists, most likely.

Ms. Begg asked the group to think about specific community members and to provide names and contact information to the LRP by December 3, along with any questions that should be included on the survey. She added that there would be value in having a couple of open-ended questions and a sliding scale, where respondents would answer along the strongly disagree to strongly agree line. There should be diverse representation of participants in the survey and there will be concerted effort to target a diversity of population. The Board would like to learn what the community would like to see at the library that isn't currently being provided.

There will be one extra meeting on May 5 for a focus group and the regular trustee meeting will be held on May 12. The plan needs to be submitted on October 1, 2015, so the Board must approve the plan by September 8, 2015.

Express Lane Station
Update

A touch screen will be provided in January. There will not be ecommerce on it, so patrons will still have to pay fines at the desk. Minuteman is removing ecommerce, due to hacking and software not being compliant.

NEW BUSINESS

Internet Use/WiFi
Use/Social Media
Policies

With regard to internet policies, there is a lot of information available and it might be inefficient to start crafting a policy from scratch. Policies are shared for this purpose. The Duxbury policy could be tweaked for the Norwood library. There is no filtering in the Children's Room, but the majority of libraries are not filtering, because it causes more problems than it is helping. Ultimately, it is a parent's responsibility to monitor what their child is reading. A motion was made/seconded (Prince/Hall) to have Ms. Palmgren prepare policies based on Duxbury's policy for review at the December 9 meeting. All voted in favor of this action.

Mr. Prince asked Ms. Canelli to relay to Ms. Palmgren that there is a great opportunity to offer classes on internet safety and sourcing, which could be given to college age students, as well as to middle school and high school students. Mr. Hall thought that the school superintendent should be contacted to collaborate on this event.

The next meeting is scheduled for December 9, 2014, 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. DeGrazio announced that a former staff member, Shelby Warner, former head of Technical Services and part-time reference until July 1, is ill. She is undergoing chemo-therapy and is in everyone's thoughts. She is at home and has a positive outlook.

TRUSTEES' REMARKS

Mr. Hall noted that Ms. Marvel is not a teen graphic novel series, as is depicted on the October 14, 2014 Notes on Books document. Ms. Canelli will update that report to note that Mr. Hall was reading the graphic novel series, *Ms. Marvel*, by G. Willow Wilson and Adrian Alphona (2014) and *Captain Marvel*, by Kelly Sue DeConnick and David Lopez (2014); and that Mr. Prince was reading *Sibelius* (Master Musicians Series), by Robert Layton (1978).

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

At 9:00 p.m., a motion was made/seconded (Prince/Pipes) and approved unanimously to conclude the public meeting. Ms. DeGrazio left the room at 9:00 p.m. and all adjourned, as there was no executive session to follow.

Respectfully submitted,



Amy B. Chandler-Nelson
Recording Secretary