

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes October 14, 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: Liz Reed
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Ms. Begg called the meeting to order at 7:30 p.m.

MINUTES

An amendment to the September 9, 2014 Executive Session Minutes will need to be made, noting that a letter to Ms. Wyler was sent by Ms. Begg and not by Mr. Prince, as voted.

A motion was made/seconded (Hall/Hines) and voted unanimously to approve the September 9, 2014 minutes of the regular meeting and minutes of the September 9, 2014 Executive session, as amended.

Ms. Canelli announced that Executive Session minutes are now in a locked filing cabinet in Ms. Canelli's office.

WARRANT

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

CORRESPONDENCE

Ms. Canelli received a letter from the town noting that any articles on the Special Town Meeting warrant will need to be submitted by October 21, but the library is all set, because information was submitted weeks ago. Alan Slater is the Chair of the Finance Committee, FY15. Ms. Canelli awaits a final figures from the Town IT department and from Attorney Bresnahan several articles.

**DIRECTOR'S
REPORT**

Ms. Begg had spoken to Ms. Canelli after the last meeting, to move discussion of the Director's Report earlier in the meeting, for the sake of efficiency.

Circulation Statistics

Ms. Canelli said the network transfer report is included with the circulation statistics. Growth is decreasing. Our network transfers are decreasing.

**Director's
Advocacy/Marketing
Report
Facilities Update**

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

Mr. Hall said Mr. Croak provided a detailed report, but it would have been nice to quantify how old equipment was and what the standard for replacement might be, because it would add to the persuasive power of the report. Ms. Canelli said she could ask Mr. Croak to do more, but his report is generally comprehensive and he may not have the history on all items presented. Mr.

Hall is looking to build on strengths and thought it would be good to package all upgrades at one time rather than bit by bit. Windows are original to the building. Ms. Pipes asked if replacement costs would be considered capital outlay, and Ms. Canelli said this topic would be discussed in New Business.

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	Ms. Canelli reported that the Friends of the Library had a great fundraiser, garnering nearly \$2,500 during its four-hour event. The Brookline Library makes a lot of money, but it provides wine, cheese, a golf tournament and auction. Morrill Memorial does a mini version fundraiser, instead.
Search Warrants	There were no Search Warrants.
Miscellaneous Advisories	There was no discussion about this topic.

FINANCIAL REPORT

Current FY15 Budget Status	<p>All is on target for expenditures. Ms. Canelli said demand for materials in electronic format is high. This line item will be higher and money will come from Incidentals – Books. Actual versus projected expenditures are coming in close to what was anticipated.</p> <p>The Library has signed on with Hoopla!, a video and music streaming and audiobook download service of Midwest Tapes. Minuteman has increased its assessment for OverDrive downloadables by \$4,000. We also subscribe to OverDrive Advantage and purchase more popular titles for our patrons only.</p>
FY15 Special Funds Report	With regard to State Aid to Public Libraries, our balance is \$9,000 which is the highest it has been at this time of year for five years. Ms. Canelli will speak to Hank Gallant to find out if he would like to select how the Ellie Gallant fund should be spent. We will begin to spend from the Book Funds and Ms. Canelli will ask Ms. Phillips to order and record expenditures from those funds. In addition, Ms. Phillips orders art books for the Judith Menges fund.
FY16 Budget	The FY16 budget has COLI for FY16 included. The budget is due before town meeting but will be revised immediately after the November 18 Board meeting and approval. COLI will be calculated and paid retroactively after the Special Town Meeting has approved it. Ms. Hines, Ms. Pipes and Ms. Canelli will meet on October 23 and will report to the committee at its November meeting for an approved budget. Ms. Canelli will ask budget advisors for suggested increases. Tech and Building Maintenance are now sufficiently

funded but the materials line items need to be increased. Once the FY16 budget is crafted, the Board will vote to approve the budget that is being submitted to town. Then the Finance Committee reviews it, meets with the Library and submits it to the Town Meeting members in the spring. It is a lengthy process.

Minimum wage increases to \$9 per hour on January 1, 2015. The anticipated impact to the budget is roughly \$1,500 for FY15 and Ms. Canelli does not expect it to be troublesome. On January 1, 2016, minimum wage increases to \$10 per hour, and then to \$11 on January 1, 2017. Most part-time circulation assistants make \$11 per hour, and so there will be an impact of several thousand per year going forward. Is there a policy about these types of increases, due to minimum wage increases? The recreation department will also be impacted. Will all employees receive a certain percentage over the minimum wage increase? Ms. Pizzi is aware of the situation. The Board needs to begin thinking about the issue. The new minimum wage law will impact the lowest paid workers at the library.

OLD BUSINESS

Noise in the
Library/Teen
Behavior

Things are going well, with regard to this item. There has been minimal noise or disruption.

Air Conditioning
Update

Mark Chubet will be constructing a covering for the air conditioner this week. Mr. Croak wants to take readings before the air conditioner is turned off for the season.

Board Bylaws

Mr. Hall has pulled together comments from several people. The October 14 draft reflects changes to the September version and more detail has been provided. Each section is shown and there are notes that show how this version differs from the previous one.

A motion was made and seconded (Ms. Begg/Mr. Prince) to enter into discussion changes to the draft.

Mr. Hall reviewed each article of the bylaws, and explained what had been adjusted from the version presented to the Board in September. Changes to the articles were amended as follows:

With regard to Article III, in order for the Library to accept or deny certain gifts, it was determined to restore the language currently in the bylaws and not use the proposed language presented in the October 14 version. It was agreed to add as new Article III, Section 1, Paragraph 4: "The Board of Trustees shall accept legacies, bequests, devises, donation, gifts, or grants to the Morrill Memorial Library or its Board of Trustees, or for the use and benefit of the Library." The remaining paragraphs in Article III, Section 1 will be renumbered.

Concerning Article IV, changes were made to make it clear that the clerk need not be a staff member. Also, the Chair will be allowed to vote other than to break ties. Currently, the Chair cannot vote, following past practice, although the current bylaws are silent on the subject. It was believed that this came about due to the even number of Trustees. If the Chair's vote creates a tie, then the motion fails. The person in charge has an opinion and can sway the discussion. However, it was also agreed that the Chair can't direct things now all that lopsidedly. It was proposed to write into the document that the Chair can vote. It was confirmed that language stating, "in the event of a tie, the motion will fail" is written in the bylaws. Can the Chair also make motions? It may be awkward for the Chair to do so, because that action could allow the Chair to dominate the meetings and there could be unintended powers. There was discussion concerning emergency situations and the need for someone needs to be able to make a decision in that event. Potential misuse of power was discussed, along with the suggestion that the entire Board be notified within 24-48 hours if action is taken, in order to make this an open action. Does physical property include materials? Is it a hardship for the Chair to inform the group? Due to open meeting laws, the Chair can't email the Board. Historical precedent in Medfield shows that policy needs to be firmly established. The Chair should work with the Director and, in the absence of the director, and, if it is a true emergency, it is prudent to allow someone to make a decision about it. It is imperative that, should such action be taken, the Director be notified as soon as possible. The board agreed that the Chair can exercise emergency powers when critical, but always in communication with the Director. The Board can also take action against the Chair, in the event of a rogue Chair. What constitutes an emergency versus a manufactured emergency? It was agreed to modify Article IV, Section 2, Paragraph 9 so it begins "In the absence of the Library Director, the Chair shall exercise..." and then continue as it is currently written. Mr. Hall and Ms. Reardon abstained from the vote. All others voted in favor of the amendment.

Article V, Section III is new in its entirety and is intended to clarify how the committee can operate. A committee is not bound as long as a quorum is not met. With ad hoc committees, a quorum is immaterial. Committees get treated the same whether advisory or not. It can put a burden on the Chair if she/he cannot speak to committees. The Chair can speak to individuals, but not have a group discussion, which is what Paragraph I, Section III is about. Paragraph II addresses committee operations. Committees don't meet as a whole outside of open meeting, but individuals operate independently on tasks or meet with the Director. Should a group wish to meet, a meeting is posted openly, to invite any who wish to attend. Many of the Committees are ad hoc committees. If three people comprise a committee and only two attend a meeting, it can still be held. If there are only two members to a committee and one is not able to attend, the meeting is not held. It can be challenging to have three members attend all meetings – the ad hoc committees have two members each (Personnel, Budget, Special) and there is one liaison to the Friends of the Library. The Personnel Committee only has a significant time commitment during contract negotiations. The Special Committee is a catch-all committee

– some years it is exciting, and the work can be quiet during other years. Committees of three can be challenging, due to the rather small size of the Board. With regard to Page 8, Section II, Paragraph 2, it states that “*The Standing Committee on Personnel shall have three members, and the committee shall be chaired by the trustee with the longest tenure on the committee.*” This was set to allow for continuity, when newly elected members join. It was noted that folks are not enthusiastic about serving on multiple committees. Ms. Canelli requested in the past to have advisors and committees available for her to reach out to. There was discussion about the length of time certain committees were in operation. At this time, due to the length of discussion about committees, Ms. Hines asked if a vote should be taken or deferred, to allow for further discussion. Mr. Hall said he would be able to finish this agenda item soon. With regard to Article V, Section 1, Paragraphs 1 and 2, a motion was made/seconded (Hall/Pipes) and voted unanimously to change from “three members” to “at least two members.” Article V, Section 1, Paragraph 3, will be deleted in its entirety. This will allow for flexibility in the future and maintains the current system for scheduling.

Article VI, Section III was adjusted to state that the Director shall not have voting power on the Board.

Article VII added Paragraph 2, “*The Bylaws shall remain in full force and effect unless and until amended, revised or otherwise abandoned by future administrations.*”

Bylaws will be on the agenda for the next meeting, when a vote will be made with no discussion or changes.

Long Range Plan Update

The committee met and discussed options on how the process could work. The long range plan update is an involved process and an extension could be applied for. It was felt that the library was in a good position to begin this work. There is much information available. Although facilitation services maybe sought, it comes at a cost past a certain point. How should unbudgeted costs be paid? The group will meet on November 6, when they will have more information. Perhaps a motion to not exceed a certain amount will be made. Facilitation or consulting fees might be able to be covered by certain endowment funds. This will be discussed further at the November meeting.

State Aid Application

The State Aid application was submitted on September 22, 2014 before the October 10 deadline.

NEW BUSINESS Building and Grounds Upgrade Proposals

Mr. Croak is anxious to get the lighting done and this work can be done in stages. With the exception of interior lighting, it was agreed to postpone thorough talk of other aspects of this report, noting that window replacement, Simoni Room seating, interior lighting, and landscaping are areas that need to be addressed in the next couple of months. In addition, carpet replacement and

tables and seating reference areas will be discussed at a future date. Building and grounds costs may be covered by capital outlay. The board agreed to allow Mr. Croak to replace the LED lights as detailed in the Building and Grounds Upgrade Proposals, dated October 9, 2014. The most pressing area to tend to is the circulation area and there is also low light in the children's room. There were no objections from the Board to allow this expense to be covered by the building and maintenance account. If the air temperatures incur expenses later in the year, the library can draw from the Cushing fund to cover those expenditures. Ms. Canelli will prepare another document without the lighting agenda item, for discussion at the November meeting.

Express Lane Station The Library needs to buy a touch screen for the Express Lane checkout computer. Invoices cannot be paid at the express lane station. It will be located in front of the door so the circulation desk can assist patrons. Morrill Library is one of eight public libraries in the area that does not have Express Lane. A few years ago, the Board did not feel an express lane station was necessary, but not every patron wants one-on-one service anymore. Ms. Canelli will report on progress at the November meeting.

The next meeting is scheduled for November 18, 2014.

STAFF/PUBLIC REMARKS

Liz Reed, Adult Services Librarian announced that Hoopla, the new streaming service, was launched October 6. There have been several hundred handouts prepared for patrons in preparation. Once a patron registers, she/he will be able to see many television and video shows and have access to audio books. Patrons are limited to five streams per month, but the service is well worth it. Ms. Pipes mentioned that Ms. Palmgren had put it on her iPad. If other trustees wish for the application, they should contact Ms. Palmgren, who will load it. It is a simple process to use – one signs in with the library card. Ms. Canelli encouraged all to peruse the Hoopla Web site. Ms. Reed briefly discussed the book she is reading.

TRUSTEES' REMARKS

Ms. Hines, Ms. Reardon, Ms. Pipes, Ms. Begg, Ms. Canelli, Mr. Prince and Mr. Hall briefly discussed the books they are reading. Those Book Notes can be found attached with titles, authors, book covers and links to the library catalog.

At 9:35 p.m., a motion was made/seconded (Hines/Hall) and approved unanimously to conclude the public meeting. Ms. Reed left the room at 9:35 p.m. and all adjourned, as there was no executive session to follow.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Amy B. Chandler-Nelson". The signature is fluid and cursive, with the first name "Amy" being the most prominent.

Amy B. Chandler-Nelson
Recording Secretary