

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of November 8, 2011

PRESENT Stuart Plumer, Chair; Patricia Fanning, Vice Chair; Sarah Begg, Susan Pipes, Cashman Kerr Prince, Patricia Hines - Trustees; Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representatives present: Brian Samek, Norma Logan

Mr. Plumer thanked all for the Monahan Award presented to him and his wife, Barsha. Ms. Canelli stated what a wonderful event Norma Logan organized. She also introduced Brian Samek, the library's new Technology/Information Services Librarian.

MINUTES A motion was made/seconded (Begg/Prince) and unanimously voted to approve the minutes of the October 11, 2011 meeting.

WARRANT The warrant was presented and signed by all trustees present.

CORRESPONDENCE

Mr. Plumer distributed a letter from the town's Personnel Board advising us of new policies. He referenced a letter he sent to the Frank & Elizabeth Simoni Foundation along with an application requesting a donation to the literacy program.

FINANCIAL REPORT

Current The Current Status Budget FY12 dated November 2011 was reviewed by Ms. Canelli
FY12 Budget and discussion followed.

Status Staff has been wonderful in cutting back in their hours to ensure we have enough in the personnel budget. We had our first snow plowing bill of \$390. She will check on who plows next door to see if we might save money to hire them.

Special Ms. Canelli reviewed the Special Funds Report dated November 2011. The fence will
Funds be financed by the Cushing Fund.

OLD BUSINESS

Capital Projects:

. Boiler Ms. Canelli reported the increased price is because the engineers designing the boilers made a thorough report for the bidding process. The original estimates came from boiler companies and many design features necessary were not included. She will attend a boiler meeting Thursday. The boilers will be discussed at Monday's town meeting.

. Fence Ms. Canelli reported the fence has been installed.

.Outreach We received payment from Peter Ling who donated money to the furniture purchase.
Office Ms. Canelli will forward a letter from the Board thanking them. The office has been completed.

Staff Assoc. Mr. Prince reported he spoke with our lawyer. A motion was made/seconded
Contract (Prince/Fanning) and unanimously approved to move this into executive
Negotiations session following tonight's meeting.
FY12

Special Mr. Plumer and Ms. Canelli will attend the special town meeting on November 14.
Town All trustees were invited to join them. Discussion followed on what will be our
Meeting response if a town meeting member raises a question regarding Sunday closings.
All agreed opening on Sundays would not solve our budget problem.

State Aid Our State Aid Waiver Request Documentation due November 14 has been mailed.
Waiver Discussion followed on how many libraries are filing waivers.

NEW BUSINESS

FY13 The Initial FY13 Proposed Budget dated 10/14/11 was reviewed and much discussion
Budget followed by each trustee on item amounts needing to be increased or reduced.
Proposal Capital expense versus budget expense was discussed. Ms. Plumer requested a list
of anticipated repairs with prices. Concerns were raised regarding the need to replace
computers, carpets, etc. All were reminded we lose State Aid if we are decertified. A
motion was made/seconded (Begg/Fanning) and unanimously voted that Ms. Canelli
submit the budget as amended in the total amount of \$1,469,280.

DIRECTOR'S REPORT

Circulation The Library Statistics 2011 Report dated November 7, 2011 and the Circulation
Statistics Activity by Month from 1/1/11-10/31/11 dated 11/8/11 were reviewed.

Advocacy/ Ms. Canelli reviewed the two-page Advocacy/Marketing Report dated November 8,
Marketing 2011.
Report

Facilities The report dated 11/1/2011 by James Croak was reviewed and discussed.
Update

Departmental The six-page report dated November 4, 2011 was reviewed. The Outreach Department
Reports *First Steps of Norwood* Grant Proposal was discussed.

News Press releases and media articles were reviewed.
Releases

Personnel Ms. Canelli stated she and Brian Samek, the library's new Technology/Reference
Librarian, are looking into new programs.

Custodian fill-in/absence was also discussed in light of Tony's injury. Mr. Croak
hopes to hire two applicants within a few weeks. We will then have four part time
custodians.

DIRECTOR'S REPORT –continued

Programming Ms. Canelli reviewed upcoming programs. April Cushing has budgeted very carefully for the rest of the year's programming.

Friends of the Library They made almost \$2,000 at the book sale. They have a record number of memberships. Ms. Canelli will present the library's budget requests for next year at their next board meeting.

Minuteman Network & MA Library System (MLS) Ms. Canelli stated they will present the Minuteman assessment for FY13 to us soon. She will be elected to the Massachusetts Library System Executive Board on November 14 for a three-year term.

Search Warrants There were no search warrants.

Miscellaneous Advisories We had one incident report of a gentleman who was scaring staff with his behavior. The police were called and advised, although we did not ask them to come to the library.

The next meeting is scheduled for December 13.

STAFF/PUBLIC REMARKS

Ms. Logan is reading *Cutting for Stone* by Abraham Verghese.

Mr. Samek has read *Bangkok 8* by John Burdett.

TRUSTEES' REMARKS

Ms. Hines has been reading *Cook's Illustrated* magazines.

Mr. Prince is reading *Period Piece: The Victorian Childhood of Charles Darwin's Granddaughter* by Gwen Raverat.

Ms. Fanning read *Nowhere Else on Earth* by Josephine Humphreys and *The Emperor of All Maladies, A Biography of Cancer* by Siddhartha Mukherjee

Ms. Begg has not made much progress in reading, however, her cheese making is going along wonderfully.

Ms. Pipes continues to follow her sons with their marching band programs, and they are competing in Annapolis next week. She has read young adult books *Speak* by Laurie Halse Anderson and *The Lightning Thief* by Percy Jackson.

Ms. Canelli is reading *Little Bee* by Chris Cleave.

TRUSTEES' REMARKS –continued

Mr. Plumer found and is enjoying a new book in the library, *A Man in Uniform* by Kate Taylor, a fictional account of the Dreyfus Affair. Years ago when he and his wife visited Paris, they visited the Dreyfus grave and Montparnasse Cemetery, the eternal home of many of France's intellectual and artistic elite. Because of the many notable people buried there, it is a highly popular tourist attraction.

A motion was made/seconded (Fanning/Begg) and unanimously voted at 9:00 p.m. to move into executive session to discuss staff contract negotiations.

Mr. Plumer stated the Board will now enter into executive session for the purpose of discussing strategy with respect to collective bargaining. Discussion of this topic in open session may have a detrimental effect on the Board's bargaining position. The Board will not reconvene in open session at the conclusion of the executive session.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary