

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of November 13, 2012

PRESENT Patricia Fanning, Chair; Sarah Begg, Vice Chair, Susan Pipes, Patricia Hines, Patricia Reardon - Trustees; Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representative present: James Croak
Absent: Cashman Kerr Prince, Trustee.

MINUTES A motion was made/seconded (Begg/Pipes) and unanimously voted to approve the minutes of the October 9, 2012 meeting.

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

CORRESPONDENCE

Ms. Canelli summarized the following policies received from the Personnel Committee: *Updated Policy Against Harassment* dated Oct. 18, 2012; *Updated Hiring Policy* dated Oct. 24, 2012; *New Vacation Policy* dated Oct. 30, 2012; *Public Hearing Notice Regarding CORI Policy* dated Nov. 1, 2012; *Org Chart Updates* dated Nov. 9 2012. She stated another updated policy was received today. She notified the town that both the director and administrative assistant are not union employees. However the director's vacation is covered by contract with the Board and the administrative assistant's vacation benefits follow the union contract.

FINANCIAL REPORT

Current The Current Status Budget FY13 dated November 2012 was reviewed by Ms. Canelli.

FY12 Budget Discussion followed regarding boiler repairs which we need to pay as the town will not cover the expense.

Status The problems are not necessarily with the new boiler but with our system. Mr. Croak summarized the current and upcoming problems which he stated are also summarized in his monthly report dated Nov. 7, 2012. Ms. Canelli stated we do not have money in the budget to pay Air Temp and Gurney Engineering and other companies, and she recommended payments come from the Cushing Fund. Following much discussion, a motion was made/seconded (Begg/Pipes) and unanimously voted to allocate up to \$4,000 from the Cushing Fund to pay for the issues relating to our heating system repairs and maintenance

Special Funds Ms. Canelli reviewed the Special Funds Report FY13 dated November 7, 2012.
Report She summarized her report entitled *Book Funds of the Morrill Memorial Library: Swain, Morse, Whedon and Cudworth*. This report was requested by Mr. Prince. She also summarized the Francis Fund.

OLD BUSINESS

Boiler This was discussed above under Current FY12 Budget Status. Ms. Canelli stated
Update the training was excellent. Mr. Croak seems to have a good command of the new system.

Noise/Teen Behavior There are no complaints, probably due to the change of students.

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OLD BUSINESS – continued

Technology FY13/FY14 Plan Ms. Canelli reviewed Mr. Prince's report entitled *Morrill Memorial Library Technology Issues Report* and the DELL quotation dated 11/6/12 regarding computers. She summarized the possible solution to the library's computer concerns as stated in Mr. Prince's report, the Oct. 23 meeting when Mr. Prince met with Joe Greeley, Mark Redlich, Ms. Canelli and Brian Samek and the October 25 meeting with Brian Samek, Mark Redlich and Sandy Vokes. The library's computers will remain as part of our budget and not with the town. The Board stated their thanks to Mr. Prince for his work. All agreed we need to keep the dialogue open with Joe Greeley.

FY14 Budget The submission deadline is Nov. 15, 2015. Ms. Canelli reviewed the Proposed Budget Request FY14 dated Nov. 12, 2012. Following discussion, a motion was made/seconded (Begg/Pipes) and unanimously voted to approve submitting this budget which totals \$1,524,555.

NEW BUSINESS – There was no new business.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2012 Report updated November 2012 was reviewed.

Advocacy/Marketing Report Ms. Canelli reviewed the two-page report dated Nov. 13, 2012 for October 2012.

Facilities Update The Monthly Report November 7, 2012, Report Date 10/31/12 by James Croak was reviewed and discussed. This was also reviewed under Old Business – boiler update.

Departmental Reports The seven-page report dated November 13, 2012 was reviewed and discussed.

News Releases Press releases and media articles were reviewed. The cable program aired in June was discussed. The Friends paid for this program. Ms. Reardon will give Ms. Canelli the name of a possible presenter for a program. She also suggested history of houses as a possible program.

Personnel There was no report.

Programming This was covered in Ms. Canelli's departmental report.

Friends of the Library The Friends made \$2,082 on the fall book sale.

Minuteman There was no report.
MA Library
System (MLS) Education/Advisory committees.
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DIRECTOR'S REPORT – continued

Search There were no search warrants.
Warrants

Miscellaneous There were no incidents.
Advisories

The next meeting is scheduled for December 11, 2012.

STAFF/PUBLIC REMARKS

There were no remarks.

TRUSTEES' REMARKS

Ms. Pipes has been reading books including the following: *Gone Girl* by Gillian Flynn and *These Things Hidden* by Heather Gudenkauf.

Ms. Hines read *The Reivers* by William Faulkner. She has begun to download her reading to her Smart Phone.

Ms. Canelli read *The Prayer Shawl Companion: 38 Knitted Designs to Embrace, Inspire and Celebrate Life* by Janet Bristow and Victoria A. Cole-Galo and *Murder on the Orient Express* by Agatha Christie. She has also been listening to *Carry On Jeeves* by P.G. Wodehouse.

Ms. Reardon enjoyed *The Litigators*. She also read *A. Lincoln* by Ronald C. White, Jr.

Ms. Begg stated the first grade has a new reading list. She and her daughter take turns reading from a book, *The Tail of Emily Windsnap* by Liz Kessler. Her daughter reads one page and Ms. Begg the next. She read *Backfire* by Catherine Coulter, *Off the Menu* by Stacey Ballis and *Ocean Beach* by Wendy Wax.

Ms. Fanning read *Mennonite in a Little Black Dress* by Rhoda Janzen and *The Presidents' Club* by Nancy Gibbs and Michael Duffy.

A motion was made/seconded (Begg/Hines) and unanimously voted to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary