

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes November 12, 2013

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

**MINUTES** A motion was made/seconded (Begg/Pipes) and unanimously voted to approve the minutes as amended of the September 10 meeting and the October 8, 2013 meeting.

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

**CORRESPONDENCE**

Ms. Canelli reviewed a thank you note from Judy Zavracky. Ms. Canelli stated that the trustees received a letter reporting that Thomas Maloney is the new Chairman of the Finance Committee. She reviewed the FY15 budget forms and TON Personnel Board *Acting Assignment Policy*. She summarized the discussion regarding Messrs. Murphy, Hesse, Toomey and Lehane relating to the follow-up notice of disinvite.

**FINANCIAL REPORT**

**Current Status** The Current Status Budget FY14 dated November 12, 2013 was reviewed. Discussion FY14 Budget followed regarding the cost of postage.

**Special Funds** Ms. Canelli reviewed the Special Funds Report FY14 dated November 12, 2013.  
**FY 14 Report**

**OLD BUSINESS**

**Air Conditioning** Ms. Canelli updated the Board regarding the Air Conditioning Committee stating we continue to keep Mr. Ward informed.

**Noise in the Library/Teen Behavior** Ms. Canelli reported there have been no problems.

**NEW BUSINESS**

**Air Temps Invoices** A motion was made/seconded (Prince/Pipes) and unanimously voted to pay these invoices totaling \$4,101.67 from the Cushing Fund.

**FY15 Budget Proposal** Ms. Canelli reviewed the FY15 Budget Proposal dated November 12, 2013 stating this is an aggressive budget and does not include COLI for staff. With the COLI, there is an increase of 3.24%. Discussion followed. A motion to approve the budget as prepared by Ms. Canelli was made (Prince/Pipes) and unanimously voted. Ms. Canelli will have handouts for the Finance Committee at our meeting with them on the budget and will be in contact with Mr. Joe Greeley, member of that committee.

**NEW BUSINESS – continued**

Staff Association Contract Negotiations A motion was made/seconded (Prince/Begg) and unanimously voted to move this into Executive Session following this meeting.

Panic Button Ms. Canelli stated Mr. Croak would like the Board to approve installation of two panic buttons in the library. The cost will be approximately \$533.00. Buttons will be located at the reference and circulation desks and each will connect to the police department. This will greatly increase the library's security. The question was raised if the town will be paying to install panic buttons in the future for all town buildings. Ms. Canelli will check with Bernie Cooper on this. Also discussed was holding evacuation/fire drills, which have not been held for a long time in the library but should be included in the emergency manual. Much discussion followed. Every month we have made a change to improve library safety/security. There was no action on Mr. Croak's request.

**DIRECTOR'S REPORT**

Welcome to New Employee Ms. Canelli welcomed and introduced Allison Palmgren who has been hired effective November 4 as Technology Librarian. She summarized what Ms. Palmgren's duties will be and what she has been working on since starting. Ms. Palmgren stated she is enjoying being part of the library staff and has been working with re-wiring and replacing computers as well as other duties. We purchased a new iPad which will be under Ms. Palmgren's charge. Board members extended their welcome.

Circulation Statistics The three-page Library Statistics 2013 Report Updated Nov. 12, 2013 was reviewed. Also reviewed was a two-page Library Programming Report 2006-2013 (partial year) dated Nov. 1, 2013. Ms. Canelli stated the new Westwood Library continues to affect our circulation. The following were discussed with relation to improving our statistics. We currently offer speed reading material to be checked out for one week, most libraries give two weeks. Fines were also discussed regarding the amount of a fine being imposed. Speed reading materials cannot be renewed. Much discussion followed. A motion was made/seconded (Prince/Pipes) and unanimously voted to change the policy for speed reading materials to two weeks with a 25 cents per day fine for late return. Ms. Canelli will monitor this. It was agreed this will be a good first step to increase our circulation.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated Nov. 8, 2013 for October, 2013.

Facilities Update Ms. Canelli reviewed Jim Croak's two-page Monthly Report November 12, 2013 for October 2013 report dated 10/30/13. Discussion followed.

DIRECTOR'S REPORT – continued

Departmental Reports The eight-page report dated Nov. 12, 2013 for the month of Oct., 2013 was reviewed and discussed.

News Releases These were reviewed.

Personnel Ms. Canelli stated the police were here regarding an incident. Mr. Croak was present at the incident and helpful to the police.

Phone interviews were held for the Children's Librarian position. Two candidates are scheduled for in-person interviews on Thursday (one external and one internal).

We received five applications for the Senior Circulation Assistant/Technical Services Assistant position to replace Irene Gotovich who has been promoted. This is a full-time budgeted position. Ms. Canelli reviewed the job description for Senior Circulation Assistant/Technical Services Assistant. A motion was made/seconded (Begg/Hines) and unanimously voted to approve the job description. Interviews will commence on November 19.

Programming This was covered in Ms. Canelli's Director's Report.

Friends of the Library Ms. Canelli reported they cancelled last month's meeting. Their book sale made about \$400 less than last year's sale. Discussion followed.

The Friends are going to help with both the library and the Day House holiday decorations. Much discussion followed. It was agreed to request that the FOL purchase 250 ornaments, rather than 100. These will be sold at the Library and at the Day House during the Holiday season. Ms. Canelli will suggest this to The Friends. Also discussed were the trees to be placed at the library and the Day House.

Minuteman Network & MA Library System (MLS) This was part of Ms. Canelli's Departmental Report.

Search Warrants There were no search warrants.

Miscellaneous Advisories Incident reports were discussed above under the Director's Report, Personnel.

**Our next meeting is scheduled for December 10, 2013.**

**STAFF/PUBLIC REMARKS**

Ms. Palmgren is reading *Bonk* by Mary Roach.

**TRUSTEES' REMARKS**

Ms. Hines read *My Life With the Saints* by James Martin.

Ms. Pipes read *Me Before You* by Jojo Moyes and *The Husband's Secret* by Liane Moriarty.

Mr. Prince is finishing up teaching his course. He will be reading *Mapp and Lucia* by E. F. Benson. He also suggested *A Time to Keep Silence* by Patrick Leigh Fermor.

Ms. Fanning read *The Obituary Writer* by Ann Hood, *The End of Your Life Book Club* by Will Schwalbe, *The Inevitable Hour: A History of Caring for Dying Patients in America* by Emily Abel. She also read *Robert Frost: A Life* by Jay Parini.

Ms. Begg read *The Secret Lives of Baked Goods* by Jessie Oleson Moore and *The Irresistible Bake Shop and Café* by Mary Simses. She also has been enjoying speed read books.

Ms. Reardon read *Altered Lives, Enduring Community: Japanese Americans Remember Their World War II Incarceration* by Stephen S. Fugita and Marilyn Fernandez.

Ms. Canelli is reading *Astonished: A Story of Evil, Blessings, Grace and Solace* by Beverly Donofrio.

A motion was made/seconded (Prince Pipes) and unanimously voted at 8:50 p.m. to move the meeting into executive session. The board was polled and all agreed.

Ms. Fanning 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 is also moving into executive session for the purpose of discussing a criminal matter. Following the executive session, this meeting will reconvene in open session only to adjourn the meeting. At this time Ms. Palmgren left the meeting.

The meeting reopened at 9:20 p.m. A motion was made/seconded (Prince/Pipes) and unanimously voted to adjourn the meeting.

Respectfully submitted,

Elizabeth M. Dickson  
Recording Secretary