

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes of October 9, 2012

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

**MINUTES** A motion was made/seconded (Begg/Reardon) and unanimously voted to approve the minutes of the September 11, 2012 meeting.

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

**CORRESPONDENCE**

Ms. Canelli summarized the following received from the town Personnel Committee: Organization Charts Update 9/24/12, Public Hearing Notice – Policy Against Harassment 9/20/12 and Public Hearing Notice – Hiring Policy 10/2/12.

**FINANCIAL REPORT**

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

**FY12 Budget** Also reviewed were Utilities FY12 dated Aug. 15, 2012 and Utilities FY 13.

**Status** Discussion followed.

**Special Funds Report** Ms. Canelli reviewed the Special Funds Report FY13 dated October 9, 2012. She continues to research the various Book Funds (Swain, Morse, Whedon and Cudworth) and will send a written report in the packet for the next meeting.

**OLD BUSINESS**

**Boiler Update** Ms. Canelli stated the last boiler meeting will be held tomorrow. Training will begin soon but the boiler is up and running.

**Noise/Teen Behavior** There have not been any noise complaints. There are smaller groups, less noise and responses to staff asking teens to lower the noise, etc., have been excellent.

**Unpaid FY12 Utility Bills** Ms. Canelli reported she and Bernie Cooper reviewed our unpaid bills. It is expected we should not have a problem having them approved for payment at the November Special Town Meeting.

**Raises Part-time Staff** The part-time staff will see their raises in their upcoming pay check.

**NEW BUSINESS**

**Payroll-Wright/Porter** Ms. Canelli reviewed this issue.

**MLTA** Ms. Canelli stated she will submit membership applications to the Mass. Library Trustees Association for the Board.

**NEW BUSINESS – continued**

- Technology FY 2013/  
2014 Plan Mr. Prince summarized the meeting he had with Brian Samek and Ms. Canelli. They will be meeting with Joe Greeley and Mark Redlich to review our old, outdated equipment and discuss replacing it. Brian is continuing to upgrade and keep our current equipment in operating condition. The cost for new equipment will need to be put into our 2014 budget request. Mr. Prince will notify the Board of the results of the meeting with Mr. Greeley and Mr. Redlich.
- Self-check  
Task Force Ms. Canelli summarized the self-check (express lane) process and the task force. She summarized the survey she did with all MA library directors stating approximately 130 responded. She then did a survey with library directors within the Minuteman system to see who is using a self check system. She is doing a study to determine where we would put the machine if we chose to purchase one. Much discussion followed. This item will be discussed again.
- FY14  
Budget Ms. Canelli summarized the Proposed Budget Request FY14 dated Oct. 1, 2012 along with the FY14MAR (municipal appropriation requirement) worksheet. Discussion followed. A proposal to include \$10,000 more than we normally request in the New Equipment line item was discussed. The budget is due Nov. 15. The budget subcommittee will meet to finalize the budget before our November meeting.

**DIRECTOR'S REPORT**

- Circulation  
Statistics The two-page Library Statistics 2012 Report updated October 2012 was reviewed. The Materials Checked Out by Norwood Patrons at Other Minuteman Libraries October 2011-September 2012 Report was reviewed. Ms. Canelli will be meeting with ten other library directors from several other networks in surrounding towns.
- Advocacy/  
Marketing  
Report Ms. Canelli reviewed the two-page report dated October for September 2012.
- Facilities  
Update The two-page Monthly Report October 4, 2012, Report Date 9/28/12 by James Croak was reviewed and discussed.
- Departmental  
Reports The seven-page report dated October 9, 2012 was reviewed and discussed.
- News  
Releases Press releases and media articles were reviewed. We have waiting lists for many of our programs.
- Personnel There was no report
- Programming This was covered in Ms. Canelli's departmental report.

DIRECTOR'S REPORT - continued

Friends of the Library This was covered in Ms. Canelli's departmental report.

Minuteman MA Library This was covered in Ms. Canelli's departmental report.

Search Warrants There were no search warrants.

Miscellaneous Advisories There was one disinvite. She distributed the Board of Trustees FY13 list of Board members. The State Aid Application will be mailed to the MBLC on Wednesday, October 10 in advance of the October 12, 2012 deadline. Copies will be included in the next Trustees Packet.

**The next meeting is scheduled for November 13, 2012.**

**STAFF/PUBLIC REMARKS**

Ms. Todesca read *Summerland* by Elin Hilderbrand. She informed the Board about cake pans that will soon be available for patrons at the library in the children's department.

**TRUSTEES' REMARKS**

Ms. Begg has been listening to Magic Tree House books read to her by her children. She has also read *Picture This* by Jacqueline Sheehan.

Ms. Reardon read *Uncle Tom's Cabin* by Harriet Beecher Stow and *The Harp in the South* by Ruth Parks.

Ms. Hines has read *The Help* by Katherine Stockett and *The Poet and the Murderer: A True Story of Literary Crime and the Art of Forgery* by Simon Worrall.

Ms. Canelli is reading *This is Where I Leave You* by Jonathan Tropper, *The American Way of Eating: Undercover at Walmart, Applebee's, Farm Fields, and the Dinner Table* by Tracie McMillan and *Cake Love: How to Bake Cakes From Scratch* by Warren Brown.

Mr. Prince listened to *The Code of the Woosters: Jeeves to the Rescue* by P.G. Wodehouse and read *Coquilles, Calva and Crème: Exploring France's Culinary Heritage – A Love of Real French Food* by G. Y. Dryanski, *The Garden of the Evening Mists* by Eng Tan Wang, and *Courage in a Dangerous World: The Political Writings of Eleanor Roosevelt* edited by Allida M. Black.

Ms. Pipes has read *The Playdate* by Louise Millar, *Yesterday's News* by Kajsa Ingermarrson (on her eReader) and *Defending Jacob* by William Landay.

Ms. Fanning read *State of Wonder* by Anne Patchett and *A Three Dog Life: A Memoir* by Abigail Thomas.

A motion was made/seconded (Prince/Pipes) and unanimously voted to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

Elizabeth M. Dickson  
Recording Secretary