

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of October 8, 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: Cynthia Rudolph.

MINUTES A motion was made/seconded (Begg/Prince) and unanimously voted to approve the amended minutes of the September 2013 meeting.

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

CORRESPONDENCE

Ms. Canelli reviewed the Personnel Board's Holiday/Civic Duty/Unpaid Leave Policy dated Sept. 30, 2013. She has notified the Personnel Board of our policy with some differences. Library policy supersedes town policy.

Ms. Canelli mailed a thank you from the library to the Boch Foundation thanking them for their funds donated this year which included once again financing the Literacy luncheon.

FINANCIAL REPORT

Corrected Budget The corrected 9/11/13 Current Status Budget FY14 dated Sept. 10, 2013 was reviewed.

Current Status FY14 Budget Ms. Canelli reviewed the Current Status Budget FY14 dated Oct. 8, 2013 explaining in detail how, in order to be in compliance with state regulations, the library has to spend 12% in materials expenditures. Discussion followed.

She distributed for review the State Aid Application: "FY2014 State Aid to Public Libraries Application and Compliance Form", "FY2014 State Aid to Public Libraries Financial Report" and "FY2014 State Aid to Public Libraries Notification of Request for Flexibility for the Materials Expenditure Requirement per 604 CMR 4.01".

Special Funds FY 14 Report Ms. Canelli reviewed the Special Funds Report FY14 dated Oct. 8, 2013.

Contracts FY02-FY14 Ms. Canelli reviewed the Maintenance, Repair and Service Report from FY02-FY14 (current) dated Oct. 3, 2013 showing how much money has been coming out of Special Funds for maintenance costs. She stated we need to meet with the Finance Commission regarding how we can pay for items outside our budget. We need to make it clear that trust funds are being depleted.

Cushing Fund Ms. Canelli reviewed the Cushing Fund Total Expenditures 1988-2013 Report. Discussion followed. She will speak with The Friends regarding a donation to the Stuart Plumer Fund.

OLD BUSINESS

Air Conditioning Ms. Canelli updated the Board. Ms. Canelli and Jim Croak met with Chairman of the PBCC, Bill Kinsman, and member Ted Callahan. The neighbors are being kept updated on what is happening. She will also inform Mr. Ward that he may join any of the meetings being held. Air Temp is also being invited to attend the meetings. Much discussion followed. More detail is in Mr. Croak's monthly report to the Board.

Noise in the Library/Teen Behavior Ms. Canelli reported there have been no major complaints.

State Aid Application The State Aid Application due Oct. 10, 2013, has already been submitted online with a print version mailed by the deadline.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT

Circulation Statistics The three-page Library Statistics 2013 Report Updated Oct. 8, 2013 was reviewed. Also reviewed were the following reports: Raw Data Four-Year, Circ Stats MML June 2013, Circulation Statistics Morrill Memorial Library July 2009-June 2013 (June estimated) and Minuteman Public Libraries Circulation History FY05-FY13. Ms. Canelli stated circulation is down 5% and patrons are returning to Westwood and Walpole libraries following the completion of their buildings. She stated the MLN statistics do not include our ebooks. Discussion followed. Ms. Canelli is part of an MLN roundtable and is compiling five year statistics for the group. She will report on the progress after the roundtable on October 23.

Advocacy/Marketing Ms. Canelli reviewed the report dated Oct. 8, 2013 for September.

Facilities Update Ms. Canelli reviewed Jim Croak's two-page Monthly Report October 3, 2013 for September 2013 report dated 10/3/13. Discussion followed.

Departmental Reports The five-page report dated Sept. 9, 2013 for the summer months of 2013 was reviewed and discussed.

News Releases These were reviewed.

Personnel Ms. Canelli updated on the following:

- Technical Services Technician – Irene Gotovich has been promoted into this position vacated by Judy Zavracky's retirement and she will begin on October 15.
- Technology & Information Services Librarian – Allison Palmgren, a 2012 Simmons College MLS graduate, will begin work on November 4.

DIRECTOR'S REPORT – Personnel - continued

- Senior Circ. Assistant/Tech. Services Assistant – no decision to date.
- Children's Librarian – A job posting will be distributed state-wide once Ms. Unsworth submits a letter of official resignation for October 25. Ms. Unsworth is leaving with a vacation buy back which will necessitate leaving her position unfilled for one month for budgetary reasons.
- Tony Cirillo will be out up to 4 months.
- Joanne Rabbitt will also be out on extended sick leave.

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

Friends of the Library The Friends of the Library continue to meet monthly. They are planning to order holiday ornaments which they will sell at the holiday house tour at the library. Ms. Canelli summarized how the library will be decorated for the tour.

Minuteman There was no separate report.
Network & MA Library System (MLS)

Search There were no search warrants.
Warrants

Miscellaneous We have not received the LSTA grant money to date, probably due to the
Advisories government shut down.

Our next meeting is scheduled for November 12, 2013.

STAFF/PUBLIC REMARKS

Ms. Rudolph read *Unsinkable: a memoir* by Debbie Reynolds and Dorian Hannaway.

TRUSTEES' REMARKS

Ms. Beggs read *Telling the Bees* by Peggy Hesketh, *The Clover House* by Henriette Lazardis Power, *Severe Clear: A Stone Barrington Novel* by Stuart Woods and *The Fifth Assassin* by Brad Meltzer.

Ms. Pipes read *Second Honeymoon* by James Patterson and has been reading *The Stolen Crown: It Was a Secret Marriage ... One that changed the Fate of England Forever* by Susan Higginbotham. She has also been watching the AMC series *Breaking Bad*.

Ms. Canelli has been reading *Swiss Family Robinson* by Johann David Wyss.

Ms. Hines is reading Sherlock Holmes mysteries by Sir Arthur Conan Doyle, including a *Study in Scarlet*.

Ms. Reardon is reading books on Jewish life including *World of Our Fathers: The Journey of the East European Jews to America and the Life They Found and Made* by Irving Howe. She is currently teaching a course and is finding it very interesting.

TRUSTEES' REMARKS - continued

Mr. Prince has been reading *Sweetness at the Bottom of the Pie* by Alan Bradley and *The Odes of Horace*, a translation by David Ferry.

Ms. Fanning has read *Drift: The Unmooring of American Military Power* by Rachel Maddow and *Poetry to the Earth: The Arts and Crafts Movement in Deerfield* by Suzanne L. Flint.

A motion was made/seconded (Pipes/Prince) and unanimously voted to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary