

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of October 11, 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 representative present: Judy Zavracky

MINUTES A motion was made/seconded (Prince/Begg) and unanimously voted to approve the minutes of the September 13, 2011 meeting.

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

CORRESPONDENCE

Ms. Canelli received a letter in June from Cynthia Roach of the MBLC approving our Long Term Plan which we submitted last December 2010.

A letter dated October 6, 2011 from Mr. Plumer to Judith Langone, Chair of the Finance Commission, was reviewed.

FINANCIAL REPORT

Current FY12 Budget Status The Current Status Budget FY12 dated Oct. 11, 2011 was reviewed by Ms. Canelli and discussion followed regarding the DVD line item. She continues to monitor the personnel budget every pay period and temporarily increases the hours worked by some staff. Mr. Cirillo has returned to work one-half time as of today. When Mr. Cirillo is out for surgery, we will not have custodial coverage on weekday afternoons with the exception of Fridays.

Special Funds Ms. Canelli reviewed the Special Funds Report dated October 2011. We continue to accrue interest in several of the funds.

OLD BUSINESS

Capital Projects:

- . Boiler Ms. Canelli reported Cathy Carney stated they are revising the boiler replacements throughout the town and will install in order of priority due to the increase in estimated cost. It is hoped they will have correct pricing and more information for the November town meeting. The actual size of the new boilers will be smaller than the current ones, but they will be more efficient.
- . Fence Ms. Canelli today signed the contract for \$7,520 with Cedar Link Fence. Jim Croak will oversee the installation which may be in two weeks.
- . Outreach Office The furniture has been ordered. The Friends paid \$1500 as the deposit. Tony and Jim will paint the office after the Centerville Library on Cape Cod picks up the old furniture the end of the month. Several libraries responded to our offer of the free furniture, but Centerville was the first.

Staff Assoc. Contract Negotiations FY12 – There was no report.

NEW BUSINESS

FinCom/
Future
Budgets Following discussion, all agreed we probably will not receive the \$80,000 we will request for our FY13 budget to meet the MAR and will need to proceed to town meeting in the spring of 2012. Ms.Canelli stated that next year’s budget needs to be submitted by Nov. 30. She is required to send six copies to Bob Thornton of anything she sends to him or to FinCom, and he distributes them appropriately. However, following Ms. Langone’s request, we will forward another copy to her along with a letter stating “per your request, we are enclosing another copy to you.” Ms. Canelli will forward to each trustee a copy of the draft FY13 budget to review before sending it to the town. Discussion followed regarding utilities and materials. There is a Special Town Meeting this Nov. 14. We will not have separate articles on the warrant. Ms. Canelli will attend a meeting at town hall next Wednesday regarding the articles which pertain to the town replacement boilers (library included) and town departments’ unpaid bills (library included.) Discussion followed regarding snow removal this year.

It was agreed that should our FY13 budget be cut by FinCom so that we do not meet the MAR, we will notify town meeting members and the public prior to the 2012 spring town meeting.

FY2012
State Aid
Application Ms. Canelli stated it is completed and has been submitted online. Mr. Plumer is signing it tonight. The Request for a Waiver will be filed. She is waiting for the attachments from the town. This is an MBLC form and needs to be submitted by November 12.

DIRECTOR’S REPORT

Circulation
Statistics The Library Statistics 2011 Report dated Oct. 7, 2011 was reviewed. We are up 8.7% this year including databases and eBook downloads. She believes the Kindle may bring a lot of new patrons.

Advocacy/
Marketing
Report Ms. Canelli reviewed the two-page Director’s and Department Reports dated October 11, 2011.

Facilities
Update The report dated 10/7/2011 by James Croak was reviewed and discussed. Ms. Canelli will submit more information at our next meeting regarding carpeting and other items reference in the report.

Departmental
Reports The six-page report dated October 7, 2011 was reviewed. Ms. Canelli will ask Ms. Lydon about the Newsbank subscription.

News
Releases Press releases and media articles were reviewed.

Personnel Regarding the Technology Librarian position: Twelve resumes were received and interviews continue tomorrow. Finalists will be interviewed on October 24.

DIRECTOR'S REPORT – Personnel - continued

Ms. Canelli hopes to make a decision that day. This is Jenna Hecker's last week. Ms. Canelli and Diane Phillips will cover the position until a new person starts.

Programming Ms. Canelli reviewed upcoming programs. The Friends are sponsoring Stephen Puleo on April 9. He will review his new book as well as his older books.

Friends of the Library Ms. Fanning stated there was no meeting of the Friends' Board last month. A book sale is scheduled for October 27-29. The library is closed Sunday, Oct. 30. Ms. Canelli will submit her budget requests to them next month. They have been receiving new memberships and renewal memberships, and their numbers are increasing.

Minuteman Network & MA Library System (MLS) Ms. Canelli stated her report is included in her departmental reports.

Search Warrants There were no search warrants.

Miscellaneous There were no incidents this month.

Advisories

People are not happy that the library is closed on Sundays. Discussion followed. We invite people to write a letter if they are not happy with this.

The next meeting is scheduled for November 8.

STAFF/PUBLIC REMARKS

Ms. Zavracky is listening to audiobook CDs in her car during her commute to work.

TRUSTEES' REMARKS

Ms. Begg is reading *The Lost City of Z: A Tale of Deadly Obsession in the Amazon* by David Grann. She has also read *The Complete Guide to Making Cheese, Butter and Yogurt at Home: Everything You Need to Know Explained Simply* by Rick Helweg.

Ms. Fanning read *Ghost Map: The Story of London's Most Terrifying Epidemic – and How It Changed Science, Cities, and the Modern World* by Steven Johnson and *Runaway* by Alice Munro. She was contacted and asked to contribute to the *Page 99 Test* website blog. She summarized what it concerns.

Ms. Pipes continues to read *The Other Rembrandt* by Alex Connor and is also reading *Now You See Her* by James Patterson and Michael Ledwidge. She continues to follow her son with his marching band programs.

Mr. Prince is reading *Some Prefer Nettles* by Junichiro Tanizaki and Edward G. Seidensticker and *Aristophanes: Wasps* (volume 4 of the Comedies of Aristophanes).

Ms. Hines read *Longitude: The True Story of a Lone Genius Who Solved the Greatest Scientific Problem of His Time* by Dava Sobel.

TRUSTEES' REMARKS - continued

Mr. Plumer read a lot of books including *The Devil's Light* by Richard North Patterson. He also summarized what information will be given at the November meeting.

Ms. Canelli read *Death in the City of Light: The Serial Killer of Nazi-Occupied Paris* by David King.

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

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary