

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of September 13, 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 representatives present: Cindy Rudolph, Jean Todesca, Bonnie Wyler and Nancy Ling. An unidentified woman joined the meeting for a few minutes and then left.

At this time the annual photo of the Board was taken which will be put into the town's annual report.

MINUTES A motion was made/seconded (Fanning/Begg) and unanimously voted to approve the minutes of the following: June 7, 2011 regular meeting and executive session; June 22, 2011 and July 27, 2011 regular meetings.

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

CORRESPONDENCE

Ms. Canelli communicated often with the FinCom, the Board of Selectmen, the Town Administration and the Human Resources Department over the summer.

FINANCIAL REPORT

FY11 Budget Status The Final Budget FY11 dated June 30, 2011 was reviewed and discussed by Ms. Canelli.

Current FY12 Budget Status The Current Status Budget FY12 dated Sept. 7, 2011 was reviewed by Ms. Canelli. September is on target. She reviews the personnel line every pay period. She reviewed her August 9, 2011 two page letter with attachments to the Finance Commission for a transfer of funds regarding utilities. No action has been received from them to date.

Special Funds Ms. Canelli reviewed the Special Funds Report dated September 2011 stating we made \$1,368 in interest last year.

OLD BUSINESS

Capital Projects:

- . Boiler Ms. Canelli stated the Town is currently receiving quotes and bids for the new boilers in three buildings. Costs will be higher than anticipated. We do not foresee any problem with our current boiler while waiting for the new boiler to be installed. Discussion followed.

- . Fence Ms. Canelli reviewed the Fence Replacement Proposals Report and stated Jim Croak consulted with three fence companies and bids were received which included taking down and removing the current fence, installing a new fence with a two year warranty. A motion was made/seconded (Begg/Prince) and unanimously approved for \$7,205.60 to be paid from the Cushing Fund, as this is a Capital expense, to Cedar Link Fence

OLD BUSINESS - continued

Company. Mr. Plumer stated the fence will be extended to go around the corner behind the dumpster area.

. Outreach Office The additional work and items needed for the Outreach Office were discussed. Ms. Canelli stated the Friends agreed to donate \$1,500 if the Trustees match the amount. The current furniture, including the big desk, will be removed and sold or donated. This current plan makes it possible for three desks in the area. An anonymous donor will donate the additional \$803. Following discussion, a motion was made/seconded (Prince/Fanning) and unanimously voted to approve \$1,500 to be paid from the Cushing Fund to complete the outreach office and to give permission to dispose of the existing furniture. Ms. Wyler and Ms. Ling thanked the Board and left the meeting at this time.

Celebration Budget Ms. Canelli stated the actual cost was \$1,528 which was paid from the Library Endowment Fund, although \$2000 had been approved. Included in the expense report was money that the Friends gave for flowers and badges.

Status Staff Association Contract Negotiations FY12 Mr. Prince stated there is no report.

NEW BUSINESS

FinCom/
Future
Budget Ms. Canelli reported she forwarded to FinCom a letter dated September 8, 2011 with the nine page FY2012 State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2011 Data from the Com. of MA Board of Library Commissioners regarding future budget proposals. Discussion followed. We want FinCom to stand with us because we had a short fall this year of \$57,000. We are going to request \$80,000 next year. We stand to lose certification if this is not done. It will be very difficult to catch up if this goes beyond two years. Waivers were discussed. Mr. Plumer will notify the trustees of the date of the meeting with FinCom, and the trustees and Ms. Canelli will also attend. The meeting will probably be the end of September or early October. Much discussion followed regarding the results of being decertified.

FY2011-2012
Schedule The 2011 Board meeting schedule will be Oct. 11, Nov. 8, Dec. 13.
The 2012 Board meeting schedule will be Jan. 10, Feb. 14 and Mar. 6.
The following 2012 months will remain the same unless changed at a later date.

FY2012 Ms. Canelli reported she and Diane Phillips prepared and submitted the Annual Report Information Survey (ARIS) before the deadline of August 26, 2011. A copy is in each of the trustees' packets.

DIRECTOR'S REPORT

Circulation Statistics:

.Final FY11 The three page reports were reviewed. About six training sessions for staff will be for ARIS taking place within the next few weeks for the OverDrive Digital Media downloads of & MLN eBooks and eAudiobooks. Ms. Canelli explained OverDrive and reviewed the Circulation OverDrive Circulation Activity by Month Report dated 9/8/2011.

Current 2011 The two page Library Statistics 2011 Report through August, 2011 was reviewed.
Statistics

Advocacy/ Ms. Canelli reviewed the two page Director's and Department Reports dated
Marketing September 13, 2011.
Report

Facilities The report dated 9/8/2011 by James Croak was reviewed. Mr. Plumer asked Ms.
Update Canelli to notify the neighbor regarding the fence installation. The town does not have property insurance on our property for the small amount of the fence. Discussion followed.

Departmental The six page report dated September 13, 2011 was reviewed.
Reports

News Press releases and media articles were reviewed.
Releases

Personnel Tony Cirillo will be out for 2-3 weeks effective September 23 for knee surgery. Following his recuperation, he will then have back surgery. He plans to return to work between surgeries. Discussion followed regarding coverage of the position in the library.

Programming Lower cost programs are being scheduled due to being at the end of the year. April Cushing has done a tremendous job of scheduling programs. An upcoming program is the Penguin Lady, Dyan deNapoli, speaking of her book *The Great Penguin Rescue*. The program will be presented by the Friends of the Library.

Friends of Ms. Fanning stated their meeting is tomorrow night. A book sale is scheduled at the
the Library end of October. The Harvest Dinner will be Sunday, November 6.

Harvest The Literacy Program has scheduled this program for November 6th.
Dinner

Minuteman Ms. Canelli will attend the directors' meeting next week at Central Site in Natick.
Network & Ms. Canelli has visited the new MLS offices in Marlborough.
MA Library
System (MLS)

DIRECTOR'S REPORT - continued

Search Warrants There were no search warrants.

Miscellaneous There were some brief incidents for which incident reports were written.
Advisories

The next meeting is scheduled for October 11.

STAFF/PUBLIC REMARKS

Cindy Rudolph spoke on behalf of the Outreach Program thanking the Board for their support for the new furnishings in the Outreach Office. She has created new birthday bookmarks and bookplates for the new Birthday Book program at the library. When a donor donates money, the donor picks a book to be purchased for the children's department. She will also be creating an adult bookmark.

TRUSTEES' REMARKS

Ms. Begg read *Friendship Bread* by Darien Gee regarding Amish friendship bread. She also read *Daughters In-Law* by Joanna Trollope.

Ms. Fanning read *The Company Town* by Hardy Greene and *Mosquito Soldiers* by Andrew Bell.

Mr. Prince read *The Master and Margarita* by Mikhail Bulgakoc, *The Charming Quirks of Others: An Isabel Dalhousie Novel* by Alexander McCall Smith, and *The Bucolic Plague: How Two Manhattanites Became Gentlemen Farmers: An Unconventional Memoir* by Josh Kilmer-Purcell.

Ms. Pipes is reading her son's summer reading, *A Lesson Before Dying* by Ernest J. Gaines. She also read *The Namesake* by Jhumpa Lahiri and the *Hunger Games* by Suzanne Collins. She also read on the Nook *The Other Rembrandt* by Alex Connor.

Ms. Hines read *Kristin Lavransdatter* by Sigrid Undset.

Mr. Plumer read a lot of books this summer including *The Greater Journey: Americans in Paris* by David McCullough.

Ms. Canelli read *State of Wonder* by Ann Patchett and *The Long Drive Home* by Will Allison.

A motion was made/seconded (Fanning/Prince) and unanimously voted to adjourn the meeting at 9:02 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary