

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of September 11, 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: Joanne Rabbitt.

MINUTES A motion was made/seconded (Begg/Pipes) and unanimously voted to approve the minutes of the June 12, 2012 meeting.

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

CORRESPONDENCE

A special town meeting is scheduled for Nov. 15, 2012.

A letter was received from the Staff Association stating that April Cushing was elected president and Michele DeGrazio was elected vice president for FY13.

Ms. Canelli received a letter from a patron commending Brian Samek and an email commending both Mr. Samek and Melissa Theroux.

Ms. Begg received a letter from Amy Tobey of NPA-TV stating they will be planning to tape meetings for rebroadcast on NPA-TV and will notify the chair before they come to tape a meeting.

FINANCIAL REPORT

Current The Current Status Budget FY13 dated September 2012 was reviewed by Ms. Canelli.
FY12 Budget Discussion followed. Ms. Canelli referenced an article in the 9/3/12 *Library Hotline*
Status which stated a "NY library to adopt ad-supported toilet paper."

Special Funds Ms. Canelli reviewed the Special Funds Report FY13 dated September 11, 2012.
Report She spoke with Hank Gallant regarding how he would like to spend the remaining money in the Gallant Fund, and he would like it to remain as is for at least one more year. Following Mr. Prince's request, Ms. Canelli will obtain information on the various Book Funds (Swain, Morse, Whedon and Cudworth)

OLD BUSINESS

Boiler & The boiler installation is near completion. The conversion from AC to heat at all
Capital Outlay town buildings with new boilers will begin October 1. Ms. Canelli stated the
Update engineering firm and contractors, specifically Matt Albierti of Enterprise Equipment, were wonderful to work with. She reviewed AC issues during the boiler installation and discussed the associated costs.

Noise/Teen Schools are in session and teens in the library have increased. There have not been
Behavior any noise complaints.

NEW BUSINESS

Unpaid FY12 Utility Bills Unpaid bills were reviewed. Norwood Water and Sewer and Norwood Light departments were notified in June that we are requesting the Town to pay those bills as Unpaid FY12 Bills. The bills are for \$1,599 Norwood Light and \$323 for sewer and water. A motion was made/seconded (Hines/Prince) and unanimously voted to forward the unpaid bills to the town. Discussion followed.

Raises Part-time Staff Ms. Canelli reported that none of our part-time non-benefited staff have received a raise in two years. There is \$1,400 in the part-time budget. Ms. Canelli reviewed the "Proposed Raises FY13 Library". Following discussion, a motion was made/seconded (Begg/Pipes) and unanimously voted to authorize the proposed raises for part-time non-benefited staff.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2012 Report updated September 2012 was reviewed.

Advocacy/Marketing Report Ms. Canelli reviewed the report dated September for August 2012. She reviewed the Morrill Memorial Library "Fiction 2 Film" brochure. This is new and is being marketed. Discussion was held on the brochure and on the Musical Sunday brochure. More READ posters and book marks are being created. Ms. Canelli will be at Norwood Day with our various departments and the Friends of the Library.

Ms. Canelli referenced Technology Librarian Brian Samek's report for FY12 and FY13. Mr. Prince suggested we also have the Town IT department review our future plans so that we will have back up when we request additional money in next year's budget. She stated Brian also works with Mark Redlich and Sandy Vokes from the town. Ms. Canelli will review this and follow up with the Board and Mr. Samek

She also spoke of the call she received from a member of the Knights of Columbus inquiring as to why the library no longer has a "Catholic shelf." This was a shelf donated by the Knights of Columbus in 1938 and a number of years following. Following discussion, it was agreed there will be no further discussion on this topic unless the Board is approached.

Facilities Update The Monthly Report September 11, 2012, Report Date 8/29/12 by James Croak was reviewed and discussed. Ms. Canelli stated Jim is always here when needed and has worked well with the boiler installation people. He will be receiving training on the new online monitoring systems after the HVAC conversion.

Departmental Reports The six-page report dated September 7, 2012 was reviewed and discussed.

News Releases Press releases and media articles were reviewed. We have waiting lists for many of our programs.

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DIRECTOR'S REPORT – continued

Personnel Patty Bailey is the new permanent, part-time circulation assistant; she started last week. We are hiring a replacement for her former position. The resumes we have on file are being reviewed.

Programming This was covered in Ms. Canelli's departmental report.

Friends of the Library Ms. Fanning reported their book sale will be the first weekend in November after Halloween.

Minuteman Ms. Canelli stated MLN membership meetings will begin next week.
MA Library She attends the MLS Executive Board meeting once a month and is on the Personnel System (MLS) and Continuing Education/Advisory committees.

Search Warrants There were no search warrants.

Miscellaneous Advisories There was one minor incident.

The next meeting is scheduled for October 9, 2012.

STAFF/PUBLIC REMARKS

Ms. Rabbitt read *The Flight of Gemma Hardy: a novel* by Margot Livesey. She had no remarks.

TRUSTEES' REMARKS

Ms. Begg read *Red Mist* by Patricia Cromwell, *The Snowman* by Jo Nesbo and *Tea Rose* and *Red Rose* by Jennifer Donnelly.

Mr. Prince read *The Pigeon Pie Mystery* by Julia Stuart, some of the Constable Evans mystery series by Rhys Bowen, *The Essential Essays, 1968-2002* by Clive James, *Finnegan's Wake* by James Joyce and *Two Cheers for Democracy* by E. M. Forster.

Ms. Canelli read *Homer & Langley: a novel* by E. L. Doctorow. She is going back to non-fiction for awhile.

Patricia Reardon read *Mountains Beyond Mountains* and *My Detachment* by Tracy Kidder and *Martha Jefferson Randolph: Daughter of Monticello – Her Life and Times* by Cynthia Kierner.

Patricia Hines read the *Prague Cemetery* by Umberto Eco and is now reading *The Help* by Katherine Stockett.

Ms. Pipes read *The Lost Years* by Mary Higgins Clark, *Wicked Business* by Janet Evanovich and *The Language of Flowers* by Vanessa Diffenbaugh.

Ms. Fanning read *Red Brick, Black Mountain, White Clay: Reflections on Art, Family and Survival* by Christopher Benfey, *A Sense of an Ending* by Julian Barnes and *Last Letters from Attu: The True Story of Etta Jones, Alaska Pioneer and Japanese POW* by Mary Breu.

A motion was made/seconded (Begg/Pipes) and unanimously voted to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary