

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of September 10, 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 representatives present: Patty Bailey, Brian Samek, James Croak. Also present were five neighbors of the library.

MINUTES A motion was made/seconded (Prince/Begg) and unanimously voted to approve the minutes of both the June 11 and August 13, 2013 meetings.

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

CORRESPONDENCE

Ms. Canelli referenced a letter from the Staff Association dated August 22, 2013 notifying the Board that the Staff Association President for FY14 is Michele DeGrazio. The Secretary Treasurer is Jean Todesca.

Letter from Paul Ward Ms. Fanning welcomed Mr. Ward and other neighbors to our meeting. She then reviewed a letter she received dated August 27, 2013 from Paul F. Ward, a library neighbor. His letter was in reply to Ms. Fanning's letter to neighbors regarding noise generated from our air conditioning system. She summarized both the library's and the neighbors' concerns and the renovation process regarding the air conditioning system. Ms. Fanning proposed the formation of a committee to study the issue and come to the Board with their proposal. She would like the following to serve on this committee: one or two members of the Board of Trustees, Ms. Canelli, Mr. Croak, another member of the staff, and a neighbor to represent the neighbors affected by the noise. Much discussion followed. Expert and consistent detail will be sought and a plan will be proposed to resolve this situation before May 2014 when the air conditioning is again turned on. Mr. Ward presented and reviewed a petition signed by fifteen neighbors affected by the noise. He and other neighbors present spoke summarizing their concerns with the outside noise generated by our air conditioning system. Discussion followed. A motion was made/seconded (Prince/Begg) and unanimously voted to establish a committee consisting of one or two members of the Board, Ms. Canelli, Mr. Croak, another member of the staff, a neighbor to represent the neighbors affected by the noise, to authorize the committee to consult with an outside expert and to come up with a proposal to the Board. Mr. Croak summarized the prior meetings with Mr. Chubet and the town regarding decibels allowed. It was stated the wind factor at the time of testing also affects the number of decibels. More discussion followed. The neighbors asked Mr. Ward to serve on the committee. Ms. Fanning thanked the neighbors for coming and invited them to remain for our meeting, however, they left the meeting at this time.

Ms. Canelli then stated this Friday is Brian Samek's last day at the library. Many thanks were extended to Brian along with the Board's well wishes. Brian thanked the Board and all for the opportunity to work here and summarized the technology he has

used and where the library, staff and patrons are with our systems. All were invited to attend a luncheon at Ms. Canelli's home for Brian on Friday.

Mr. Croak and Mr. Samek left the meeting at 8:05 p.m.

FINANCIAL REPORT

Final The Current Status Budget FY13 dated June 30, 2013 Final was reviewed and
FY13 Budget discussed.
Status

Special FY13 Ms. Canelli reviewed the Final Special Funds Report FY13, dated June 30, 2013.
Final Funds Report

FY13 Gift Ms. Canelli reviewed the Gift Fund FY13 report.
Fund Report

Current Status Ms. Canelli reviewed the Current Status Budget FY14 dated Sept. 10, 2013. She will
FY14 Budget submit at next month's meeting a revised report. Two new items will be added on the
next budget. She summarized how staff vacancies and medical leave will all impact
our budget.

Ms. Canelli distributed a listing of proposed pay raises for part-time, non-benefited staff to be addressed later in the meeting.

Special Funds Ms. Canelli reviewed the Special Funds Report FY14 dated Sept. 10, 2013. She will
Report FY14 do a report on Special Funds with a spreadsheet showing how much money has been
coming out of Special Funds for maintenance costs. This will be on next month's
agenda.

Restitution A Restitution Account Yearly Expenditures from FY01-FY14 was reviewed by
Account Ms. Canelli.
FY03-FY14

OLD BUSINESS

Air This was discussed above under Correspondence.
Conditioning

Noise in the Ms. Canelli reported there have been no complaints. She also mentioned St.
Library/ Catherine of Siena no longer has a library.
Teen Behavior

LSTA Grant Ms. Canelli stated this has been submitted, and we should receive the money in
Contract October and will use it in March and April. This is a \$7,500 "One Community"
Submission grant.

NEW BUSINESS

Raises Part-time Staff Ms. Canelli referred to the part-time, non-benefited pay raises and summarized the process. Funding comes from the part-time salaries line item. A motion was made/seconded (Begg/Hines) and unanimously voted to approve the raises.

State Aid Application Ms. Canelli will be submitting this on or before Oct. 10, 2013. She stated we are losing some circulation and attendance to the new Westwood and Walpole libraries.

DIRECTOR'S REPORT

Circulation Statistics The three-page Library Statistics 2013 Report Updated Sept. 10, 2013 was reviewed.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated Sept. 10, 2013 for June-August.

Facilities Update Ms. Canelli reviewed Jim Croak's report June 2013 for the month of August 2013, dated 8/28/13 and the four-page paving proposal dated 5/8/13 with a price of \$2,625.00. Discussion followed. The last time this was done was in 2004. Ms. Canelli will check with Mr. Croak about details of the proposal, including timing of the work, power washing and line painting. This item will be on next month's agenda. The work would possibly be done in the spring.

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

News Releases These were reviewed.

Personnel Interviews are ongoing for the Technical Services Technician soon to be vacated by retiring technician, Judy Zavracky. They hope to make a decision this week for this position. Ms. Canelli will move forward with the open position of Technology/Information Services Librarian vacated by Brian Samek.

Tony Cirillo needs a knee replacement in October and will be out until after Christmas.

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

Friends of the Library The Friends of the Library made \$150 at Norwood Day. They have over 500 members. There are several levels of membership starting with \$5.

Minuteman Network & MA Library System (MLS) There was no separate report. This was covered on her Advocacy/Marketing Report.

DIRECTOR'S REPORT - continued

Search There were no search warrants.
Warrants

Miscellaneous Minor incident reports for July-August are filed in the Director's office.
Advisories

Our next meeting is scheduled for October 8, 2013.

STAFF/PUBLIC REMARKS

Patty Bailey read *The Obituary Writer* by Ann Hood.

TRUSTEES' REMARKS

Ms. Begg is reading most of Louise Penny's books including *How the Light Gets In* and *Beautiful Mystery*.

Ms. Reardon is reading some immigration history books such as *Coming to America: A History of Immigration and Ethnicity in American Life* and *A Nation of Immigrants* by Susan F. Martin.

Ms. Hines read *Defending Jacob* by William Landay.

Ms. Pipes read *Heaven is For Real: A Little Boy's Astounding Story of His Trip to Heaven and Back* by Todd Burpo and *Wedding Night* by Sophie Kinsella.

Mr. Prince is reading *Memoirs of Hadrian* by Marguerite Yourcenar.

Ms. Fanning read *The Art Forger* by B.A. Shapiro and *Philip Larkin: A Writer's Life* by Andrew Motion.

Ms. Canelli spent time at Fruitlands Museum while on vacation last week and is reading *Little Women: An Annotated Edition* by Daniel Shealy.

A motion was made/seconded (Begg/Pipes) and unanimously voted to adjourn the meeting at 9:00 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary