

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES  
Minutes April 11, 2017

Trustees: Sarah Begg; Marguerite Cummings\*; John Hall; Deborah Henry;  
Susan Pipes, Chair; Cashman Kerr Prince  
Director: Charlotte Canelli  
Staff representatives present: Jean Todesca  
Recording Secretary: Amy Chandler-Nelson  
\* Denotes absence

Ms. Pipes called the meeting to order at 7:36 p.m.

She noted that Marguerite Cummings has been elected to the Board and that the BOLT Bylaws state that the assignment of Chair and Committee groups will occur at the June meeting. Ms. Canelli reported that Ms. Cummings had a medical appointment that could not be changed and her absence is noted. Ms. Cumming has attended the director's orientation and has been issued an iPad.

**MINUTES**

A motion was made/seconded (Prince/Begg) to approve the Consent Agenda items, including the March 21, 2017 minutes of the regular meeting; the minutes of the March 21, 2017 Executive Session minutes; the Financial Report; and the Director's Report.

Ms. Begg noted an additional word (the word a) in the Personnel Report. Mr. Prince asked what the security camera signage issues noted in the facilities report was. Ms. Canelli said more appropriate wording on the signage could be used and she has sought guidance from town counsel about the matter. Mr. Croak wants to be sure the Library is legally-covered, should images be shared with police. With regard to reserves not being picked up, there was discussion that ample signs around the library be displayed, as well as notice distributed in e-news. Slips can also be placed in books for a month. Holds in the app will be looked at and a "Freeze my holds" can be placed on books for a week or so. Ms. Canelli will speak to library staff about these suggestions.

Ms. Begg found a typo in the circulation report and the word "Please" will be corrected.

With these corrections, all voted to approve the minutes, as amended.

**WARRANT**

The warrant was presented by Ms. Pipes and signed by all trustees.

**CORRESPONDENCE**

Mr. Hajjar was elected to the Finance Committee and will leave his position as Chair of the Personnel Board. Ms. Canelli received an updated personnel records policy on March 29, 2017. Employees can request to see their file and nothing can be added to a file without notifying an employee.

Mr. Hall asked if Ms. Canelli knew would succeed Mr. Hajjar as Chair and Ms. Canelli said the Library would be notified. Ms. Pizzi, as the Town's representative to the Personnel Board will ensure that the Library receives everything it is supposed to receive.

The letter to Mr. Rahamim regarding the materials challenge has been mailed. There has not been a response from him.

Ms. Hines sent a thank-you note to the Board.

### **FINANCIAL REPORT**

Current FY17 Budget Status  
FY17 Special Funds Report      This was approved in Consent Agenda.

### **DIRECTOR'S REPORT**

Director's Advocacy/Marketing Report      This was approved in Consent Agenda.

Facilities Report:      This was approved in Consent Agenda.

Technology Report:      This was approved in Consent Agenda.

Departmental Reports:      This was approved in Consent Agenda.

News Releases      This was approved in Consent Agenda.

Personnel Report      Mr. Cirillo and Ms. Gotovich have returned to duty after medical leaves.

Programming      There was discussion about the Publicity Report being hard to download, due to the file size being too big. It is a file with many graphics and it can't be flattened. Perhaps the DPI resolution can be lowered? Once Verizon transfers to AOL Servers, the issue may go away.

Friends of the Library      The budget request has been approved at \$8,750 per year, which is a decrease from the high of 2010. The book sale will be held May 5 through May 7, 2017. Income from the book sale has decreased, as families are downsizing and getting rid of things, instead of buying more books. The December renewal mailing has received the best response for membership thus far.

Search Warrants      There were no Search Warrants.

Miscellaneous Advisories      A gentleman passed a paper with vulgar language to a library page. He claimed he did not know what he did wrong. The Library sent him a scan of the language. He has apologized.

From March 29 through April 10, there have been four serious incidents.

A father was upset that his son was being bullied. Mr. Croak reviewed files and this boy appears to be provoking the other kid for his father's attention. There has been a prior issue with this family. On the same day, there was damage done to book shelves in the stalls by a key which was unrelated.

On March 30, a couple of boys in the study room made graffiti of body parts in the room and urinated in the waste basket. Mr. Croak reviewed tapes and identified the only kids that were in the room. One had a Xaverian HS sweatshirt and another checked into the library with his card. Upon investigation by the director and notification to NPD, NPD officers arrived at the boy's home at 6:30 AM. Parents are embarrassed and came to the library to apologize for their son's behavior. Their son is not a student at Xaverian, and he accepted total blame. However, through parental investigation, both boys to blame and both parents brought their boys to the library to meet with the director. Both boys seem contrite and one, who has applied to Xaverian, may not be admitted as a result of this incident. Custodians cleaned and painted the walls immediately. As an apology, both boys will help weed the library grounds in the weeks ahead.

On April 5, a man was clutching his chest and was taken by the fire department in a stretcher.

On April 10, during the music for community partnership, two women were seen taking items from the food pantry donation box. A person posted the concern on the Norwood Now Web site, generating upset responses from the community. Police went to the home and the family is embarrassed. The women are new to the country and thought it was free food, and it was a cultural misunderstanding. They returned three times as much food for the pantry as they took. The food pantry box has to be located in front of the staff, because theft is a recurring issue. The food pantry folks have not yet been notified of the matter but will be. The publication in Norwood Now escalated the situation and Ms. Canelli had to make a comment on the site, to stop some of the negative comments.

Ms. Canelli reported that the person who had been taking the newspapers has been identified. If the papers are stolen again, she will call the person.

## **OLD BUSINESS**

Noise in the  
Library/Teen  
Behavior  
Update on Capital  
Carpet Project

Ms. Canelli said that it has been a challenging month.

Custom Floors of Stoughton conducted a test of the first floor on March 20, 2017, to make sure no water would build up on the carpet. Carpet is being ordered and the entire project will be an enormous job for staff and custodial staff. Mr. Croak will be at the Library as much as possible, to be sure installation goes smoothly and that everything is done right. Plastic sheeting

will cover certain areas and the Friday before Memorial Day, a Pod will be brought in, for storage. Desks are being dismantled. Ms. McCusker will be in the Library during the week, however, to complete payroll. This has been a time of purging and reorganization, in preparation for the flooring work. Books in the Children's room are being consolidated, as space is needed for tables.

There can be no change orders with this project, and the company that has been hired understands that. References have been checked. The budget that was proposed will be adhered to. State Aid will cover some of the costs for staffing for the move and for the temporary POD.

During the week the library will be closed, staff will be involved in professional development. Some will visit other libraries and some will visit the JFK museum, when the library is closed. Ms. Palmgren will conduct a Google apps training at Minuteman. There is no programming scheduled for 2 weeks during this time. It is expected that the Trustee meeting will be held on June 13, a scheduled, which will be the first day the Library re-opens after floor installation.

Director's  
Evaluation and  
Contract  
FY 18 Budget  
Update

Mr. Hall asked if the 2.5% increase was able to get into Article 1. Funds for the Director's salary did not and will have to come from some other source.

Ms. Canelli will attend the Town Meeting, to address any questions about the budget. She hopes that it won't be for 7 or 8 evening meetings, as it has in the past. She has been elected as a Town Meeting Member for District 2 and can vote at Town Meeting. Mr. Hall, Ms. Bailey and Ms. Gotovich are also able to vote as Town Meeting Members.

MBLC LSTA Grant

The MA board of Library Commissioners Library Services and Technology Act (LSTA) Direct Grant Program 2018 Application has been signed. If the Library gets the grant, funds will be released in October. There has been tremendous population growth, particularly in people working in the area from India. Consequently, a world languages grant is important, as population changes. Mr. Prince congratulated Ms. Canelli and her staff on submitting this proposal. Ms. Todesca has been meeting with families and the library is expanding the global languages collection in the Children's Department.

## **NEW BUSINESS**

BPL Digitization  
Project

Ms. Phillips is leading this project and she believes that metadata should be flawless and works very hard to achieve that goal. She participated in Digitization day at Holy Cross College, where she learned of a grant opportunity. She has applied to the Digital Commonwealth at BPL to digitize the annual town reports from 1897-2017. This will be housed on digital Commonwealth servers and will link through MML catalogs. Mr. Prince reported that the Norwood Historical Society has a full set of reports, should Ms. Phillips find any gaps. Those reports dating before 1895 are on microfilm. Mr. David Groh, moderator of Norwood Now on FB is interested

in this project. The Town of Millis received a grant and a scanner through a private corporation and is cursorily moving forward with a project. On the other hand, Ms. Phillips will make sure the project is done the right way and by people who know what they are doing. Ms. Canelli is excited about the project.

2017 Sastavickas  
Scholarship

Applications are being accepted for the Sastavickas Scholarship. Awards are made during the last week in May. Ms. Canelli hopes to get good candidates.

**The next meeting is scheduled for May 9, 2017, at 7:30 p.m.**

**STAFF/PUBLIC REMARKS**

Ms. Todesca commented on the books she has been reading, which will be included in the book notes. Ms. Ling has been working with the Senior Center and is going to the Museum of Work and Culture and out to lunch with the group, reading a book about New England women involved in mill work in the 19<sup>th</sup> century.

**TRUSTEES' REMARKS**

Ms. Begg has a conflict with the June 13 meeting. Mr. Prince is not sure if June 20 is feasible for him, should the meeting date change. This will be revisited at the May meeting.

Ms. Begg, Mr. Hall, Ms. Henry, Mr. Prince, and Ms. Pipes gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from Ms. Todesca and Ms. Canelli, will be included in the June Trustees Packet.

At 8:55 p.m., a motion was made/seconded (Prince/Hall) and approved unanimously to conclude the public meeting. All left the room as there was no Executive Session to follow.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Amy B. Chandler-Nelson", is written on a light-colored rectangular background.

Amy B. Chandler-Nelson  
Recording Secretary