

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes December 13, 2016

Trustees: Sarah Begg; John Hall; Deborah Henry; Cashman Kerr
Prince
Chair; Susan Pipes,
Vice Chair; Patricia Hines
Director: Charlotte Canelli
Staff representatives present: Bonnie Wyler
Recording Secretary: Patty Bailey

Ms. Pipes called the meeting to order at 7:30 p.m. A quorum was met for the meeting.

CONSENT AGENDA

A motion was made/seconded (Prince/Henry) to approve the November 8, 2016 minutes of the Open Session and Executive Session Meetings as well as the Financial Report which included the Current FY17 budget status; FY17 Special Funds Report; FY18 Budget Update and the Current Revolving Fund Update. All voted in favor.

WARRANT

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

CORRESPONDENCE

Ms. Canelli is a non-voting member of the new Town Wide Facilities Committee, which meets twice yearly to bring proposals before the Capital Outlay Committee. The Capital Outlay Committee has not met this year but the library is under the HVAC Plan for FY18.

Mr. Paul Riccardi, Buildings and Grounds, as well as Kathy Carney, Contracts/Purchasing Administrator, have joined forces to begin a Town Wide Energy Project, the library will be included in the study for energy efficiency,

Ms. Canelli has received \$500.00 from Kathy Sastavickas for the Sastavickas Scholarship Fund. The monies in this fund are in the process of entering a certificate of deposit to allow the fund to grow. Ms. Canelli has discussed this with Robert Marsh,

Ms. Canelli has also received notification of an \$1800.00 check from the Dedham Institution of Savings Foundation to aid in funding the Norwood First Steps program. This generous donation will fund this program for two additional years.

Ms. Canelli stated the State Aid from the Massachusetts Board of Library Commissioners has been received.

FINANCIAL REPORT

Current FY17 Budget Status

This was approved in Consent Agenda.

FY17 Special Funds Report
FY18 Budget Submission
Sastavickas Documents

This was approved in Consent Agenda.
This was approved in Consent Agenda.
This was approved in Consent Agenda.

Restitution Revolving Fund
Update

This was approved in Consent Agenda.

DIRECTOR'S REPORT

Director's
Advocacy/Marketing
Report
Facilities
Update

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This was approved in Consent Agenda.

Technology Report
Departmental Reports
News Releases
Personnel Report
Programming Report
Friends of the Library
Report

This was approved in Consent Agenda.

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Search Warrants
Staff Book Discussion
November & December 2016
Miscellaneous Advisories

There were no Search Warrants.
This was approved in Consent Agenda.

On the morning of Friday, December 9, a female driver drove into the left rear corner of the building. She proceeded to then reverse direction and struck a pickup truck from the other direction. There were no injuries reported, her vehicle was towed away and the building was deemed safe.

OLD BUSINESS

Noise in the Library/Teen
Behavior
MML Homebound Delivery
Policy Final

Behavior has been within the normal range.
After a few minor edits, the policy will be approved and seconded.
Mr. Prince/Ms. Henry.

Collective Bargaining
Agreement
Director's Evaluation and
Contract

The process is moving along without any major issues, Ms. Henry and Mr. Prince are representing the BOLT.
Mr. Prince made a motion, seconded by Ms. Hines, to postpone any action on this until January 2017.

NEW BUSINESS

Dedham Institution for
Savings Foundation Grant

As mentioned above, this is the third grant for this program, Norwood First Steps, which any new babies born in Norwood/Dedham receive a small book bag with board books. This is run by Ms. Nancy Ling of the Outreach Department.

Letter of Intent 2018
MBLC/LTSA Grant

Ms. Canelli and Ms. Reed has organized a grant geared towards the non-native patrons. Currently the library serves a sizable population of Hindi and Haitian/Creole patrons. Incorporating more

FY18 Action Plan

educational and cultural programming to appeal towards our demographics is the focus of this grant. The first draft of the grant is due in February of 2017, final draft is due in April. The total of the grant is \$7500.00.

Due Date is December 1st of each year, the plan has been completed and will be effective on July 1, 2017.

Donation Box
Approval Form

After some confusion when outside groups ask to have collection/donation boxes in the building, a standardized form will now be required, this will apply to any new groups, not ones already in existence.

STAFF/PUBLIC REMARKS

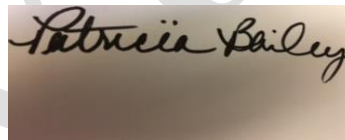
Ms. Bonnie Wyler was the staff representative for tonight's meeting. Ms. Bailey was the substitute recording secretary for tonight's meeting.

TRUSTEES' REMARKS

Ms. Begg, Mr. Hall, Ms. Henry, Ms. Hines, Ms. Pipes, and Mr. Prince gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from Ms. Canelli, Ms. Bailey, and Ms. Wyler can be found attached with titles, authors and book covers.

A motion was made/seconded (Begg/Henry) and unanimously voted at 8:13 p.m. to move to Executive Session.

Respectfully submitted,

A rectangular area containing a handwritten signature in black ink. The signature appears to read "Patricia Bailey".

Patty Bailey
Acting Recording Secretary