

MORRILL MEMORIAL LIBRARY  
Norwood, Massachusetts

BOARD OF TRUSTEES

Minutes February 14, 2017 (Approved after revisions)

Trustees: Sarah Begg; John Hall; Deborah Henry;  
Patricia Hines, Vice Chair; Susan Pipes, Chair; Cashman Kerr Prince  
Director: Charlotte Canelli  
Staff representatives present: April Cushing; Jim Croak;  
Visitor: Ben Williams, SDI Architecture  
Recording Secretary: Amy Chandler-Nelson  
\* Denotes absence

Ms. Pipes called the meeting to order at 7:35 p.m.

**CARPET**

Ms. Canelli introduced Mr. Williams, from SDI Architecture, and Mr. Croak to the group. In order to preserve Mr. Williams' and Mr. Croak's time, the meeting began with a showing of floor coverings that are intended to be used throughout the library. Once approved, the request will be presented to Ms. Carney. The demonstration is detailed in Old Business, below. As soon as the demonstration was completed, Mr. Williams and Mr. Croak left the meeting.

**MINUTES**

A motion was made/seconded (Prince/Begg) to approve the Consent Agenda items, including the January 10, 2017 minutes of the open session meeting; the minutes of the January 10, 2017 Executive Session; the Financial Report; and the Director's Report. All voted in favor.

**WARRANT**

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

**CORRESPONDENCE**

Ms. Canelli met with Mr. Hajjar to discuss the updated General Government Comparable Towns List, which was agreed to on January 25, 2017. This listing is used for the purpose of evaluating salary ranges, position descriptions, and other such matters. Ms. Canelli read the list of towns to the Board, which included six Minuteman libraries, plus others in the mix. The listing made sense to Ms. Canelli, so she accepted the listing on the Board's behalf.

The Library has received several donations, one of which was in memory of Anabelle Rose Kennedy, a child. The Mom's club donated \$900 for museum passes. Southwick Zoo does not give passes, so some of this donated money might go to support children's programming.

Ms. Canelli received two complaints this month, and the patrons were advised to file a complaint on an official form. One individual never responded. The other patron felt strongly that Gunter Grass books, nor the Koran or Bible, should be in the library. It is not the policy of the Library to ban books and the library supports individuals to have the freedom to read what they wish to. Mr. Prince, who feels strongly about

the policy, will craft a response letter to this individual and will send it to Chair Pipes, although a response can be made by any member of the Board. It was commented that it is interesting that the Library has received two complaints in a month, which is unusual, but likely to occur with more frequency, given the new national political climate. The Board reinstates its commitment to ALA policy and to its own policy regarding the banning of material. A motion was made/seconded (Begg/Hall) to have Mr. Prince create a draft which will serve as a template letter for the future. All voted in favor.

### **FINANCIAL REPORT**

Current FY17 Budget Status This was approved in Consent Agenda.

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 Update: 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.

Library Statistical Report 2016

Patrons are subscribing to streaming services, such as Hoopla, and so usage has decreased for juveniles and adults. Information retrieval and databases are getting better information, which is also affecting figures. Music CDs are not as popular as they once were, and so the Library is weeding its collection and not devoting as much space to it as it once did. Children's book circulation is down, but attendance at programs and outreach services has increased. A lot of TV series are popular on DVD and a new DVD section is at the Circulation Desk, which is replenished on a regular basis. Classics maintain demand. Ms. Canelli projects that it will be five to ten years before the demand for DVDs and CDs has gone away completely. EBook circulation has increased. People are impressed by what the Library does.

Personnel Report: Information regarding the Director's contract is discussed in Old Business.

Programming

Programming services to adults and children continue to be terrific and attendance is at an all-time high. Programming continues to draw new people to the library. A suggestion was made to offer periodic events outside of the Library, such as the well-received Castle Island event, in order to

accommodate larger groups. The Library continues to wrestle with limited space.

Friends of the Library The Friends bring in revenue from membership dues and book sales. There is a meeting scheduled for February 16, 2017. The book sale is scheduled for the beginning of May. There is a need for increased contributions to Hospitality for Outreach and Programming events.

Search Warrants There were no Search Warrants.

Miscellaneous Advisories A patron has been disinvited to the Library. This homeless male individual has had prior issues with the Library and he recently left a syringe on the floor. Police have notified him and he has also been disinvited from CVS and Shaws.

### **OLD BUSINESS**

Noise in the Library/Teen Behavior Mrs. Russo has spoken to students using the study rooms without permission. Library staff tries to keep these rooms locked, but it can be a challenge to keep up on it. St. Catherine's School has no library. Ms. Canelli thinks the problem has been solved.

Update on Capital Carpet Project Mr. Croak visited six other libraries, to see what they have done with their flooring. Mr. Croak and Ms. Canelli are excited about the offering today, because the carpet can bring a liveliness and will make the building inviting, which is what they experienced when visiting other libraries that recently replaced their own carpeting. The samples shown are bright and durable and are expected to last for 20 years. Color schemes selected for discussion are blue/gray and beige/brown tones. Mr. Williams distributed plans, entitled Morrill Memorial Library Proposed Flooring, dated February 14, 2017. These plans provided floor plans and finishes for area of the library. Carpet and tile samples were shown and Mr. Williams described the proposed surfaces for each area in the Library to the Board. There has been careful thought given to pattern schemes; high traffic areas; and areas where pops of color will add playfulness; for instance, in the children's area. Mr. Croak has tested samples of carpet, purposefully spilling tea and coffee with cream on an area that he let set for two hours – it was easily cleaned up, with no staining. Rubber tread will be added to delineate space on the third floor, which will be easy to clean up. Bathroom floors will stay as they are and the circulation floor stays the same. New carpet will be installed in the elevator. The Simoni room is the only area that will be painted before the carpet is installed. The Trustees discussed the color schemes and pros/cons associated with some of the selections. Ms. Canelli and Mr. Croak had narrowed color scheme selections from six to two. Mr. Williams answered questions and the Board agreed on the blue/gray color scheme, as did Ms. Canelli and Mr. Croak. At Ms. Hines's suggestion, the group will consider substituting the dark wood tile for a lighter tile, which will be installed in the break room. There is not a lot of light there, so that will be reviewed again.

Director's  
Evaluation and  
Contract

Ms. Pizzi has still not gotten back to Ms. Pipes. The Board hopes to have a figure soon. Ms. Canelli suggested that Ms. Pipes send Ms. Pizzi an email every other day. This has been in discussion since Thanksgiving.

FY 18 Budget  
Update

Ms. Canelli, Ms. Pipes, Mr. Prince, Mr. Hall and Ms. Hines were respectfully received at the Finance Committee Meeting at Town Hall on Wednesday, February 8, 2017. They were invited to talk about the library and they answered questions about the Revolving Fund. The Library's budget was just about the only one what was not cut by Mr. Carroll, thus far, although "possible cuts" were noted on the spreadsheet presented to departments. Ms. Canelli shared Mr. Croak's facility report with FinCom, as an example of why the Library asks for additional money. Ms. Canelli reiterated how wonderful it was to work with Mr. McQuaid. The Budget books are released in April.

All library materials, programming costs, supplies, copies and printing are included in the budget. The Library Revolving Fund must be voted on every single year, along with other department's revolving accounts. Ms. Canelli must submit a report detailing these revenues/expenses. \$6,000-\$8,000 more was asked for so as to not have to keep drawing from the Cushing Fund. Maintenance costs are always an estimate. Ms. Hines asked what associated costs were incurred due to the passport service. Part-time costs are only coming out of passport funds and will cover staff member's labor. There was concern about the cost of a librarian covered by Revolving Fund revenue. Notary services, proctoring sessions, faxing services are program costs associated with providing these services. Mr. Hall sat in on all FinCom meetings and had comments regarding the Finance Commission's reacts only when department's budget was out of control. Mr. Hall thought they liked what they were seeing with the Library's budget, and would only start cutting other department budgets if there was a dilemma with the school budget.

#### **NEW BUSINESS**

MML Annual  
Report

Individual Board members had edits and pointed out typographical errors, which Ms. Canelli will correct. Mr. Hall appreciated the engaging facts and the report's readability. He commended Ms. Canelli and her staff for the fine report.

**The next meeting is scheduled for March 14, 2017, at 7:30 p.m.**

#### **STAFF/PUBLIC REMARKS**

Certificates and signed Acknowledgement Documents from Town Ethics Training were collected and will continue to be collected from staff/Board members through February 24. Ms. Reed has announced her engagement.

#### **TRUSTEES' REMARKS**

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

A motion was made/seconded (Prince/Begg) and voted unanimously at 9:15 p.m. to adjourn the meeting. All left the room, as there was no Executive Session to follow.

Respectfully submitted,

A handwritten signature in cursive script, reading "Amy B. Chandler-Nelson", is centered on a light yellow rectangular background.

Amy B. Chandler-Nelson  
Recording Secretary