

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes January 10, 2017

Trustees: Sarah Begg; John Hall; Deborah Henry*;
Patricia Hines, Vice Chair; Susan Pipes, Chair; Cashman Kerr Prince
Director: Charlotte Canelli*
Staff representatives present: Nancy Ling
Recording Secretary: Amy Chandler-Nelson
* Denotes absence

Ms. Pipes called the meeting to order at 7:32 p.m.

MINUTES

A motion was made/seconded (Begg/Prince) to approve the Consent Agenda items, including the December 13, 2016 minutes of the open session meeting; the minutes of the December 13, 2016 Executive Session; the minutes of the November 8, 2016 Executive Session; the Financial Report; and the Director's Report. A correction was made to the December 13, 2016 open session minutes, with Ms. Henry's name to replace Ms. Begg's name in the section regarding the Collective Bargaining Agreement. In the December 13, 2016 Executive Session minutes, it was noted that Mr. Prince made the motion, and it was seconded by Ms. Henry. With these adjustments, Ms. Pipes asked for a vote and all voted in favor.

WARRANT

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

CORRESPONDENCE

A \$5,000 grant has been given from the Frank and Elizabeth Simoni Foundation, as noted in the December 22, 2016 letter received by Mr. Plumer.

Ms. Canelli also circulated a letter from the Massachusetts Libraries Board of Library Commissioners, dated December 29, 2016, approving the Library Action Plan for FY2018.

A grant was received from The Dedham Institution for Saving Foundation in the amount of \$1,800.

A Town of Norwood Personnel Board letter was sent to the Library, clarifying the Town Sick Leave Policy, but the Library is covered by its own contract.

FINANCIAL REPORT

Current FY17
Budget Status

The current FY17 Budget Status was discussed and approved in Consent Agenda. Discussion included a concern voiced by Mr. Prince that postage was at 75% of the budget and he asked if there were ways to reduce the costs. Ms. Canelli reported that much of the postage spent is due to passport costs and that ten rolls of stamps were bought in December. While passport

postage is being paid from the Revolving Fund, interlibrary loan postage has increased significantly in the past few years. It was also noted that building supplies are at 75% of the budget, but Ms. Canelli explained that budget line always goes over and the overage is paid for from State Aid. The budget line has been increased for next year.

Ms. Canelli reported that the budget is in great shape, particularly with snow and ice expenses included in the budget now. There is close to \$4,000 brought in by passport service and the passport application fee will increase to \$35, but it is not known when that will occur. The Library is doing a brisk passport business, and Ms. Canelli is thrilled with the response from the public.

FY17 Special Funds
Report

The FY17 Special Funds Report was approved in Consent Agenda. The Literacy program will receive checks in January, April and June. Until those checks are received, the Monahan Fund will cover program expenses and then a journal entry will be made to the LVM Grant account.

Ms. Canelli expects to receive roughly \$10,000 more in Restitution and there is one more installment of State Aid to come. Our Special Funds are in good shape.

DIRECTOR'S REPORT

Director's
Advocacy/Marketing
Report

This was approved in Consent Agenda.

Facilities Update:
Capital Outlay
Projects Update

This was approved in Consent Agenda. The Carpeting necessitated hiring a designer at a cost of \$6,500, as directed by Ms. Carney. Ms. Canelli reported that other libraries have not had to use a designer, but it might be due to the fact that their capital expenditure was under \$100,000. The designer will manage the project and, in the end, money might be saved, as it is anticipated that no mistakes will be made. \$113,500 remains in the budget for carpeting/flooring. Money has been encumbered from FY16. The library will have to be closed during installation, and this will occur during June 5-10, 2017. There is no good time to close the Library. Rates for labor are paid at prevailing wages. Ms. Begg wondered how this would align with school schedules and students needing the Library for final exam preparation. Ms. Canelli said that, while books will not have to be moved because carpeting tiles will be used, technology will not be available to patrons. Library programming will need to be rescheduled. Mr. Prince expressed a desire not to go into another fiscal year. If the project were to be delayed further, it would affect any year-end-closing work. Ms. Canelli will notify patrons well in advance of the closing. She will also arrange for Staff Development events to be held elsewhere.

The window project has been completed.

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. Wachterhauser and Ms. Pizzi are working on various issues that do not need to be discussed.

Programming Ms. Canelli reported that Programming continues to do a great job and that the Library has reached a peak of what can be done, due to the size of the rooms and availability.

Friends of the
Library Due to Ms. Henry's absence, an update will be provided at the February meeting. Ms. Canelli reported that membership forms are coming in nicely and she suggests that distribution of Friends' applications continue with the issuance of December light bills.

Search Warrants There were no Search Warrants.

Miscellaneous
Advisories There were no Miscellaneous Advisories.
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OLD BUSINESS

Noise in the
Library/Teen
Behavior

Teen noise has been okay. As far as general library behavior, there was a woman removed by police. She was asking for money outside the building.

Collective
Bargaining
Agreement with
Library AFSCME
Group

The Contract was ratified on Friday, January 6, 2017. Mr. Wachterhauser was anxious to know if it would be signed, which it was, after one and one half hours of discussion. It was approved 12 for and 4 against. The vote had to be a majority vote.

Director's
Evaluation and
Contract

A motion was made/seconded (Prince/Hall) to move a discussion of a sensitive personnel topic regarding the Director's evaluation and pending contract renewal into Executive Session. All voted in favor by roll call vote. The Board will reconvene in open session at the conclusion of the executive session in order to present its findings.

NEW BUSINESS

Recommendation for
Additional
Reimbursement for
Courses – Patty
Bailey

Ms. Canelli would be grateful for any amount reimbursed for courses Patty Bailey has taken for the Library Support Staff Certification program work she incurred, in the amount of \$1820. Mr. Prince asked how much was provided to Mr. Samek in 2013. Ms. Canelli commented that he was reimbursed \$300 for a certification, not a course. The Board reimbursed Ms. Canelli \$2,000 for her MMA Suffolk work, while she paid \$3,500 for her own ALA/APA CPLA certification in 2009-2011. Ms. Bailey, however, is in a different salary range. Ms. Bailey lost out for reimbursement because she took two courses in a single year, instead of one. She does not have her BA, so this is an excellent development opportunity for her. Ms. Canelli, in responding to a question by Mr. Prince, said that the balance left in the account during the year Ms. Bailey took her course was \$1,500. Only Brian Samek and Ms. Todesca were employees who took courses during the past 8 years. Remaining funds were rolled into incidentals, if not spent. If Ms. Bailey took coursework over two years, she might have been funded more. Mr. Hall said the Library is about to enter a contract where staff would be reimbursed a higher amount for a course, but with a cap. On May 1, anyone who has not been reimbursed the full amount can ask for additional reimbursement. The Board agrees that it was to the benefit of the Library for her to have taken the courses when she did, instead of waiting. However, if she took them over two years, she would have been reimbursed \$400 more than she has been. However, there was concern expressed about retroactively applying new rules to past expenses incurred. Ms. Begg expressed reservation about reimbursing Ms. Bailey for the entire course, because it would set precedent and would not be fair to others, who might only be reimbursed for part of a course. It was noted that relevant courses are approved in advance.

A motion was made/seconded (Begg/Hall) to apply \$1,400 from State Aid to cover part of the certificate program costs that were not reimbursed already. Discussion continued. A process is in place going forward that staff can seek reimbursement beyond one course and they must apply to do that. Near the

end of the fiscal year, if additional money is available, staff can apply for additional financial assistance. The Board does not support full reimbursement for coursework. There is precedent for the Board to fund requests outside of the normal, for instance, Ms. Palmgren's predecessor received a scholarship from the ALA and the Library paid for the rest of her course in full. The Board reiterated its support of encouraging staff to continue its education within the limits of the budget and to the extent finances allow. Ms. Canelli confirmed that there were no expected retroactive requests in the wings. A motion was made/seconded (Begg/Prince) stating the Board acknowledges the desire of all employees to continue their education and further the mission of the Library. Therefore, it moves to retroactively reimburse Ms. Bailey for certificate coursework in the amount of \$1,400 to be paid by State Aid to cover part of the certificate program costs that were not reimbursed already. All voted in favor.

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

STAFF/PUBLIC REMARKS

Ms. Ling has finished writing her first young adult novel.

TRUSTEES' REMARKS

Ms. Hines announced that, after serving six years on the Board, she has decided that she will not run for re-election. She stated she has had a valuable experience and has helped to advance the mission of the Library. It has been a good and rewarding experience for her. Mr. Hall noted that, should a space open up on the Finance Committee, he intends to run. Nomination papers are due February 13, 2017. Mr. Prince suggested, in light of these announcements, the Board will need to review the process for appointments made in conjunction with the Board of Selectman.

Ms. Begg, Mr. Hall, 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. Ling and Ms. Canelli, can be found attached with titles, authors, book covers and links to the library catalog.

A motion was made/seconded (Prince/Hines) and voted unanimously at 8:52 p.m. move to Executive Session. The public meeting will re-open to go over the Directors Evaluation. At this time, Ms. Ling and Ms. Canelli left the room and Executive Session followed.

Ms. Canelli returned to the room at 9:08 p.m. and Open Session resumed.

Ms. Pipes presented a summary of the Director's evaluation to Ms. Canelli. Ms. Pipes announced that the Board is pleased with her performance. Ms. Pipes said that she would share the areas of possible improvement or ideas with Ms. Canelli and that these were presented with the entire Board's input and support.

The Trustees receive excellent information. Possible room for improvement would be to see actual month to month spending vs. what is expected, to better identify items that are "front loaded" into the budget (Minuteman expenses, for example).

Ms. Canelli provides excellent professional leadership. A suggestion for improvement would be to establish an ongoing system of evaluation of programs and services by the patrons.

Ms. Canelli does an excellent job of keeping the Board informed of new laws and improvements needed at the Library.

She does a great job in Budget Management areas, as well. An overview of the physical plant, with a summary of age and condition of equipment, would be a useful future planning tool.

Ms. Canelli does excellent work in managing personnel. The amount of participation and success of the current library programs is evident, as well as the success of the Web site, and the Board commended her on her efforts in public relations.

Ms. Canelli received high scores in the area of personal qualities and characteristics. In general, the Board is quite satisfied and happy with Ms. Canelli's performance.

The Board noted that the employee manual needs to be brought to focus, now that a contract has been ratified. It should be much easier to continue with this work, now that flex time and comp time has been resolved.

Ms. Canelli stated that she had conferred with Mr. Wachterhauser and it was agreed that staff may take a day off for Saturday in the week AFTER the Saturday ONLY if a holiday is in the week of the Saturday. It may be taken in two half days.

A motion was made/seconded (Prince/Begg) and voted unanimously at 9:18 p.m. to adjourn the meeting.

Respectfully submitted,

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

Amy B. Chandler-Nelson
Recording Secretary