



Morrill Memorial Library

[www.norwoodlibrary.org](http://www.norwoodlibrary.org)

Charlotte L. Canelli, Library Director

**Library Board of Trustees**

*Sarah Begg, Chair*

*John Hall*

*Deborah Henry*

*Patricia Hines*

*Susan Pipes*

*Cashman Kerr Prince*

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

Minutes June 13, 2017

Trustees: Sarah Begg; Marguerite Cummings; John Hall; Deborah Henry;  
Cashman K. Prince

Susan Pipes, Outgoing Chair; Sarah Begg, Incoming Chair

Director: Charlotte Canelli

Staff representatives present: Michele DeGrazio

Recording Secretary: Amy Chandler-Nelson

\* Denotes absence

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

**MINUTES**

A motion was made/seconded (Prince/Hall) to approve the Consent Agenda items, including the May 9, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report.

In the introduction section on page 2 of the minutes, the words "state that the board" will be added, so that the sentence begins "The bylaws state that the board will be reorganized in June..." Also, the words "book sale" will be added to the Friends section on page 4, so that the sentence begins, "The Friends book sale has been steady..."

In the Technology report, the word massaging will be replaced with the word messaging, so that the end of the third sentence reads, "...and private messaging apps." With these corrections, a motion was made/seconded (Begg/Prince) and all voted to approve the minutes, as amended.

**FINANCIAL**

**REPORT:** Current  
FY17 Budget Status  
Expanded; FY17  
Special Funds Report;  
Current Revolving  
Fund Status

Ms. Canelli noted that the LED lights that have been installed have made a positive difference in utility costs. She is pleased that the budget for this line item was approved as presented and that costs have come in lower than expected.

**DIRECTOR'S**

**REPORT:** Director's  
Advocacy/Marketing  
Report; Facilities

Mr. Prince noted that Ms. Reed finished the knitting for the display.

Update; Technology  
Report; Departmental  
Reports; News  
Releases

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

**CORRESPONDENCE**

With regard to the Borshay estate, the attorney handling the estate was let go, and Mr. Borshay's daughter will be handling the estate, once the appointment is allowed by court. As the May minutes indicate, Mr. Borshay has left 10% of his estate to the Library.

**OLD BUSINESS**

FY 18 Budget Update  
and Town Meeting

Ms. Begg and Mr. Hall attended Town Meeting. There were no questions from the floor and none concerning the Revolving Fund or COLA for library staff. FY18 and FY19 COLA for staff is 2.5%. Looking ahead, there might be a need to get more data to support the Library's financial position, but it is not known what FinCom may/may not need with regard to any zero-based budgeting that may occur.

Ms. Canelli feels that the budget is in the best shape it has been in nearly a decade. The State Aid to Public Libraries award is nearly back to the FY09 level.

Update on Capital  
Carpeting

Ms. Canelli said that Mr. Croak worked hard and his crew worked out well on the carpeting project. There were some quality issues, because the lowest bidder had to be chosen. The bids ranged from \$130,000 to \$230,000 and the Library's capital funds approved by Town Meeting were \$120,000. At first, some carpet had been laid wrong and had to be done again. Carpet in the children's room was the wrong colorway number which was an error on the part of the carpet installer. The installer will be back to lay some of the correct carpet in the entrance to the children's room. The wrong carpet was installed in the entry way of the DVD and CD area, but it will be corrected on Friday. There were a few unexpected change orders, including a skim coat needed in the Staff room; remediation of mold in the Fiction area. Plastic sheeting was needed to cover items in the pod and elsewhere. One gentleman complained about the carpet and said he would be coming to the June trustee meeting, but he apparently changed his mind, as he did not show up for the June 13 meeting.

The Simoni room has new dark-out curtains for summertime movies. Fabric was 50% off and a 20% coupon brought the cost to \$350. Library staff member Marg Corjay sewed the curtains. It was a far, far cheaper solution than ordering 14 professionally-made curtains which are over 6 feet long and the existing rods were used.

Noise in the

The Library has been relatively quiet. Ms. Canelli circulated the Library

Library/Teen  
Behavior

Bill of Rights, which supports patrons' freedom to read what they wish. Mr. Prince requested that more of these pamphlets be available in the Library. Ms. Canelli will get some at ALA in Chicago.

A patron wished to donate a self-published children's book, but it was full of grammatical errors and was not in keeping with the quality of the Children's collection. Although staff tried to soften the blow to the author, he was disappointed.

Ms. Begg was contacted by a patron, who issued a litany of complaints, including that the book drop was not open (it is never 'closed') and that she has received fines (Ms. Begg suggested she sign up for reminder notices). Ms. Begg notified Ms. Canelli of the concerns, while Ms. Canelli was attending the MLA conference. Ms. Canelli invited members of the board to contact her if they receive any calls from patrons.

**REPORTS**

Personnel Report

There were no questions regarding the Personnel Report.

Friends of the Library

The next meeting of the Friends is scheduled for June 22, 2017.

Programming

Ms. Canelli continues to be pleased with the programming that is being offered and noted that summer programming is about to begin. Ms. Begg asked Ms. Canelli to explain summer reading program changes. Ms. Canelli said that participation in the library during the summer has decreased and the children's staff would like children to visit; children will come into the library to get a bead for books read during the summer or at the end of the summer. Ms. Begg was concerned that it would be difficult for kids who are out of town often to get to the library, particularly because the library is closed on Saturday and Sunday. This can pose a challenge for families. Ms. Begg wanted to be sure children were not penalized for not coming in frequently. Ms. Canelli will have a children's staff call Ms. Begg to discuss the program. Both Ms. Todesca and Ms. Tigue are passionate about this program. Ms. Canelli will monitor.

**NEW BUSINESS**

Committee  
Assignments of the  
Board and Election of  
Chair

A motion was made/seconded (Prince/Hall) to vote Ms. Begg as Chair. All voted in favor by roll call vote.

Ms. Pipes nominated Mr. Prince as Vice Chair, which was seconded by Ms. Henry. All voted in favor by roll call vote.

Ms. Henry and Mr. Hall will serve on the Personnel Committee.

Ms. Pipes and Ms. Cummings will serve on the Budget/Finance Committee.

Mr. Prince will serve on the Special Committee and will pull in others, when needed.

Ms. Henry will remain as Liaison to the Friends of the Library.

Landscaping Update and Invoice Ms. Canelli received an invoice for \$603 for shrub removal and new mulch and edging.

Air Temperature Systems Invoice There has been over \$5,000 worth of work done on the HVAC system to repair leaks, which was unanticipated. There is no money in the Building and Maintenance or Service Contracts line. Nothing from the Cushing Fund was taken out this year, so perhaps the invoice could be paid from that fund or from State Aid. The balance in Cushing is \$98,000 and State Aid has \$26,000.

Mr. Prince said the HVAC system is 18 years old and has ongoing repairs. He wants the town to know where the Library picks up the costs.

A motion was made/seconded (Prince/Begg) to pay the landscaping invoice from the Cushing Fund and to authorize up to \$6,000 to come from State Aid for the HVAC repair.

The motion was withdrawn, after discussion. The Library has been trying to increase the principal of the Cushing fund to above \$100,000. Both of these invoices could be paid from State Aid. The balance in the Revolving Fund is \$28,000. As the budget increases, the State requires spending 12% of the Library's budget on materials.

A motion was made/seconded (Prince/Begg) to pay both invoices from State Aid and to authorize up to \$6,000 to cover the costs for the HVAC repair.

Sastavickas Award Recommendation There have been two applicants for the Sastavickas Award; one from Simmons and one from Quinnipiac. Both applicants are talented and committed and so it was a difficult decision. Ms. Canelli asked Mr. Hartman to weigh in, as their supervisor. Jyotika Tandan was chosen for the \$500 award. She will attend Simmons College in the fall. A motion was made/seconded (Hall/Begg) to approve this recommendation. Ms. Canelli will write a letter of commendation to the non-winner.

Each graduating senior received a gift certificate to Bed, Bath and Beyond.

**SEARCH WARRANTS** There were no Search Warrants.

**MISCELLANEOUS ADVISORIES** There were no Miscellaneous Advisories.

**The next meeting is scheduled for September 12, 2017, at 7:30 p.m.**

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

Ms. DeGrazio said that staff worked hard during the carpet installation and has been putting the Library back in order a little bit at a time.

Ms. Chandler-Nelson no longer has a conflict with the September 12 meeting.

**TRUSTEES' REMARKS**

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

At 8:55 p.m., a motion was made/seconded (Prince/Begg) 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 cursive script, reading "Amy B. Chandler-Nelson", is displayed on a light yellow rectangular background.

Amy B. Chandler-Nelson  
Recording Secretary