

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes May 9, 2017

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

Ms. Pipes called the meeting to order at 7:31 p.m.

MINUTES

A motion was made/seconded (Prince/Begg) to approve the Consent Agenda items, including the April 11, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report.

Ms. Begg found a typo in the correspondence report and the word "Board" will be corrected. With this correction, all voted to approve the minutes, as amended.

FINANCIAL

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

There were no questions regarding the Financial Report.

DIRECTOR'S

REPORT: Current
Statistics and Activity
Jan-Mar 2017;
Director's
Advocacy/Marketing
Report; Facilities
Update; Technology
Report; Departmental
Reports; News
Releases

Mr. Prince asked for more elaboration regarding the moisture remediation issues noted in the Facilities Report. The subflooring is below grade in the Children's Room and in the Fiction area. Ms. Canelli was not sure why it was not remediated during the renovation, but it failed during the slab moisture testing, which was done as part of the carpet installation planning. The floor needs to have a sealant put on it. The Library cannot spend money on the carpet without this floor preparation. A Municipal Reserve Fund Transfer has been applied for with the Finance Committee.

Mr. Hall asked about the Revolving Fund status as it relates to an item at Town Meeting. With changes to state laws, Revolving will not need to be approved by the Town. Revolving Funds were authorized by adding the language to the Town's bylaws. Next year, all the Library needs to do is submit a report to Town Meeting members. Approval has been requested in the Town Meeting Warrant and the Town and FinCom supports the Library's Revolving Fund. Town Meeting continues throughout much of May.

Ms. Canelli said that many other libraries don't seem to get the same quality of reference questions that MML seems to and she is proud of the staff's

responses to patrons.

The Board approved the consent agenda by unanimous vote.

Ms. Canelli will send an updated Trustee List to the Board.

WARRANT

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

INTRODUCTION OF BOARD AND ELECTION OF VICE-CHAIR

Ms. Pipes introduced the board to Ms. Cummings. Ms. Hines stepped down and so a new Vice-chair is needed in the interim. The bylaws will be reorganized in June 2017, and Ms. Pipes will chair that meeting in its entirety. As has been past practice, an interim Vice-chair is elected, in case of need. Mr. Hall nominated Ms. Begg as the interim Vice-chair. Ms. Henry seconded the motion and all voted in favor by a unanimous vote.

CORRESPONDENCE

Orient Lodge has invited the Board to its cornerstone re-laying on May 20, 2017.

Mr. Borshay, a patron who regularly visited the library until a few weeks ago, has passed away. In addition to anonymous donations at Christmas time for a number of years, he has left 10% of his estate to the Library. Outstanding bills from the estate will be paid first. Ms. Canelli expressed gratitude that he kept the Library in mind.

Mr. Andy Howard has given a \$1,000 donation to the Library for the second year in a row, which has been allocated to the Gift Fund.

The second and last installment of the MBLC State Aid Grant Award for 2017 has been received.

The MLN FY18 Agreement will be signed by the next Chair at the June Meeting. A check in the amount of \$42,323.71 will be mailed on July 1, 2017. Ms. Canelli is the President of the Minuteman Board. An Overdrive assessment of about \$9,000 is also included in the MLN line item in the library's budget.

The OPos Morrill Library Agreement has been signed and the commercial will start running in May.

OLD BUSINESS

Update on Capital
Carpeting Project and
Request for Reserve
Fund Transfer

Ms. Canelli has received an estimate from Custom Floor Design for \$12,900 for the cost of a moisture barrier for concrete floors that are below grade. Ms. Canelli requested a transfer to Library Capital – carpeting in the amount of \$14,000 to cover this additional, unexpected expense. This expense is not in the original contract.

In addition, Ms. Canelli asked the Board of Selectmen to approve a Municipal Relief Transfer of \$4,000 from the Library's part-time salaries account to the Building Maintenance and Repairs account, in order to pay four contractors who will move furniture and boxes into a temporary container. Due to the carpet installation, the Library will be closed six work days, so the part-time salaries line item will be reduced by \$4,000 and that money was transferred to Building Maintenance. They will be paid \$25 an hour for four days. Ms. Canelli does not want them to be added to the payroll, but paid by invoice, instead. Mr. Croak knew these young men, so hired them for this task. A request was made from the Board to not limit such hires to men in the future, but to include women also, if possible.

Ms. Canelli obtained a quote for six chairs in the browsing area to be reupholstered. Recovering side panels will cost \$985 per chair. It seems more prudent to simply buy six new chairs after July. It seems a shame, because these are sturdy chairs, but they look shabby and reupholstering them does not appear to be cost effective.

FY 18 Budget Update
and Revolving Fund
Update

Ms. Canelli has submitted a report to show what the balances are. Money will be spent on books in the next couple of weeks.

Inter-library loans (postage) are getting more expensive, due to volume.

Library COLA
Increases Article 1
Town Meeting

All Library 2.5% COLA increases have been included in a letter written to Mr. McQuaid and FinCom, based on the Union contract. Other increases were worked into the budget last fall. Ms. Pizzi, Mr. Cooper and Mr. McQuaid are trying to get the Director's increase into the budget.

Noise in the
Library/Teen
Behavior

A child who was under 10 years of age and was enrolled in a program was left unattended, while the parent was in a different part of the library. The child threw a tantrum and had poor behavior, posing a difficulty for the group.

During a check-in process, Ms. Begg suggested that a parent contact phone number must be left upon sign-in, noting that any disruptive child must leave the program. Parents should be reminded at preregistration and upon check-in that they need to stay in the area, if a child is under 10.

Director's Contract

Two copies of the Director's Contract were made – one for the Board and one for Ms. Canelli. These were signed at the end of the meeting.

REPORTS

Personnel Report

Ms. Monahan, a part-time staff member, has been hired as a full-time outreach coordinator at the Senior Center. She will be replaced after the summer.

Mr. Hartman applied for an opportunity at the Minuteman Library Network, and was a Member Services Assistant finalist. They selected another with

more experience. It would have been a perfect position for his skills, but he is an asset for Morrill Memorial Library and Ms. Canelli would hate to lose him.

Friends of the Library The sale was held the weekend of May 6 and 7 and brought in just shy of \$2,000. Last year, \$1,300 was made, so this is quite an increase. A bag sale (\$5 a bag) was offered. The Friends has been steady and has been running without a leader. 11 canvas totes were dropped off in Ms. Canelli's office. A fabric transfer application is being looked into, in order to put the Library's logo on them.

Programming Mr. Hall thought that Norwood 101 was a good opportunity to involve other organizations.

NEW BUSINESS

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

A patron has been looking at a young library page inappropriately. This happened previously, as well, about 9 months ago, but the patron has not been in for a while. Last week, this patron began following the page around and made her feel uncomfortable. Ms. Canelli received a phone call from her mother, accusing the Library of not doing enough about the situation. The page downplayed the incidents in the past and she should be proactive as well. Ms. Canelli transcribed the parent's phone message and gave it to Ms. Pizzi and the Norwood Police. The first incident of stalking/harassment occurred on June 3, 2016. A patron accused the Library of racism on Facebook, having watched this patron to leave the library. Pictures can be interpreted in the wrong way. The Library takes harassment seriously. The patron has been sent a letter of disinvite.

Another patron was seen by security cameras on April 23 in the library after 5 o'clock (after hours). He put a book in the door and stayed in the back corner of the mezzanine. He had no idea he was setting off alarms and he had been asleep in the reading room. However, it is believed he did plan to return to the closed library. Custodial staff is now told to check every single room. Motion detectors set off the alarm on the first floor, but those on the second floor did not go off. Every room will have two pairs of eyes checking the library before closing time.

In addition, a library staff member has been followed after she left the library at least three times. This investigation is continuing and a Harassment Prevention Order (HPO) will be issued to the staff member. Ms. Canelli is working with the police on this situation.

The next meeting is scheduled for June 13, 2017, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Sheehan commented on the books she has been reading, which will be included in the book notes. Ms. Chandler-Nelson will be at a conference during the September 12 meeting. Ms. Canelli will find a substitute to take the minutes.

TRUSTEES' REMARKS

Ms. Begg no longer has a conflict with the June 13 meeting. The meeting will run, as scheduled.

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

At 9:16 p.m., a motion was made/seconded (Begg/Prince) 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 black ink on a light yellow background. The signature reads "Amy B. Chandler-Nelson" in a cursive script.

Amy B. Chandler-Nelson
Recording Secretary