

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes October 11, 2016

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

Ms. Pipes called the meeting to order at 7:30 p.m.

MINUTES

A motion was made/seconded (Hall/Henry) to approve the September 13, 2016 minutes of the open session meeting. All voted in favor. A motion was made/seconded (Hall/Henry) to approve the September 13, 2016 minutes of the Executive Session. All voted in favor.

WARRANT

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

CORRESPONDENCE

Ms. Canelli noted that the Town of Norwood Personnel Board is back in session. At its upcoming meeting, Mr. Hajjar will be discussing items that will not affect the library too much. Consequently, Ms. Canelli will not attend the meeting.

Ms. Canelli received a notice dated September 22 regarding the Town of Norwood Finance Committee Reorganization. Mr. Carroll sent correspondence about a town Facilities Committee being formed. Ms. Canelli will be an ex-officio member. Mr. Hall felt this arrangement would provide a forum for people in charge of facilities to meet and provide better coordination among them. Ms. Langone is Chair of the Finance Committee for Fiscal 2018.

FINANCIAL REPORT

Current FY17
Budget Status

Ms. Canelli reported that 25% of the budget has been spent, one fourth of the way into the fiscal year. Some incidentals are front-loaded. While salaries comprise 21% of the budget to date, the Library will open Sundays, beginning on October 16, so that should bring the salaries line item to the correct percentage as the year progresses.

FY17 Special Funds
Report

Ms. Canelli has added anticipated receipts to the report this year, which will show what is expected to be received. While these are estimates, it gives a good sense of expenditures, particularly regarding Restitution (\$19,000). State Aid could be cut by the Governor's 9C cuts this year as is always the case. That is why we receive only half of the anticipated State Aid Award in November and the second half comes late spring. There has been a brisk passport business, and the staff is supportive of this service, as well as the

notary service. Patrons are thrilled that the Library is offering these services and appointments are being scheduled regularly. The Canton library brings in about \$1,000 a month and our library has processed over 50 applications to day, at \$25 per application. The fee will go up to \$35 per application in the future. This is in line with the commitment of the Library to conduct service to the community. Ms. Canelli will provide a report in January to show receipts and costs associated with the passport program, when there will be more data available about the passport applications. The Library is keeping its fines and fees and we are depositing them to the Revolving Account.

Sastavickas
Scholarship
Discussion

Viola Sastavickas was an outreach client who died in 2007 and this scholarship was created in her name for staff members who are continuing their education. A \$10,000 gift was made, which was expected to earn \$500 per year in interest, which was intended to fund the scholarship. However, the year after it was established, the market fell, and the earnings were \$36. The family has given more over the years and the account balance is very healthy. Daughter Kathy Sastavickas is upset that the account is not earning substantial interest (just \$4 this year so far). Ms. Canelli wrote to Mr. Marsh and Mr. McGuire, asking why the fund is not bearing much interest. More money could be earned if the money was put into a Certificate of Deposit (CD). It was said that the Norwood Scholarship Foundation is now making money on its funds, even though it has lost money during the recession. It is not fair to compare a private foundation with town investments, but perhaps with Sastavickas Family permission, the town could take the principal and invest it in a CD, in order to generate reliable money for the scholarship. Ms. Canelli told the family she would investigate whether the principal could be moved or not.

A motion was made/seconded (Begg/Hall) to allow the Sastavickas Scholarship to a CD to render at least \$500 for the scholarship. All voted in favor.

Boch Fund Grants
2016

Ms. Canelli announced that the Morrill Memorial Library has been the recipient of two awards from the Andrew and Ernest Boch Memorial Fund, in the amount of \$250 each for the Literary Lunch and for the Essay contest. Last year, the Library received no funding from this group, so Ms. Canelli is quite appreciative.

FY18 Budget
Progress

Ms. Hines, Mr. Hall and Ms. Canelli have met to craft the proposed budget, and they have circulated a number of scenarios to the Board, with different proposed increases (3.68%, 3.80%, 3.83%, 3.92%, and 4.04%). The finance subcommittee suggested submitting a budget with a general 3.80% increase.

In discussing certain line items, Ms. Canelli reported that, while the cost of gas has decreased, there has been an overall increase in utilities this year. The Minuteman assessment is increased in the budget to 4 %, in order to get to a closer actual figure. More money has been distributed to programs, which

has been supported by State Aid and the Gift fund previously. The Library is known for its programming and it is not unreasonable to ask for more money to support them. A line has been added for Technology Materials.

The budget will be submitted around Thanksgiving, but it will not include any cost-of-living increases as the union contract has not been finalized. The budget that is presented will show level-funded salaries. (In May, the budget will be adjusted to show any increases.)

Mr. Greeley has met with Ms. Canelli and he suggested that the Library submit a realistic budget (without raises). \$158,000 was funded in materials last year, while \$195,000 was actually spent, so that needs to be adjusted to be closer to actual expenditures. The new budget requires \$207,000 for materials, which includes ebooks and overdrive expenses, and includes 12% of municipal appropriation. Ms. Canelli, Ms. Hines, and Mr. Hall will continue to make refinements and will prepare a budget to vote on in November, before it will be submitted to the Town. The budget will be realistic and one that the Board can defend. The budget is as close to actual operational costs as it has ever been, reported Ms. Canelli. Last year, \$138,000 was spent from other funds, which other departments don't have, such as State Aid, Literacy, and Monahan Funds. Ms. Canelli would love to see the Cushing and other endowed funds stabilize.

Mr. Hall noted that the Library has been underfunded for several years and the Town might have an exaggerated notion of the money available to the Library from other funds. If the Library spends at the same rate next year, all funds will be depleted within four years. The Library should not have to spend State Aid on books, materials and utilities. Ms. Canelli said that there is a chance that the Library will receive the money it has asked for. The Board will vote on another draft of the budget, this one in line with expenses, at the November meeting.

DIRECTOR'S REPORT

2016 Circulation
Statistics

Ms. Canelli reported that the numbers were not in for October, as they become available on the tenth of every month. She will present these statistics next month. The number of stitch doctor appointments, notary appointments, and passport and fax assistance will be added in, as well.

Director's
Advocacy/Marketing
Report

There were no questions with regard to the prepared Director's Advocacy/Marketing Report.

Facilities Update:
LV Window Update;
Security Cameras;
Windows Along
Rear Wall; Carpet

Getting the window job done has been frustrating – one bid came in at \$39,000; the process is broken. Ms. Canelli has asked if the job can be split in two, and she has been told that it cannot. There is a \$10,000 threshold, and the cost of windows is \$12,000, so the job would have to be put out to bid again. Six windows can be done, but not all, with money left over. Office windows need to be replaced. The original five in the Reading Room will

have to be tended to at another time. Mid Mass Renovation is interested in the job for the windows along the rear wall, and the job needs to be in keeping with the building.

The Literacy Room windows are in and look wonderful with magnetic closures. Mid Mass Renovation does a fine job.

The security cameras are installed and are working. There was an incident during the week of October 3 and a clear photo was able to be obtained, so all is in working order, and the outside of the building is able to be seen, as well. Access is through Ms. Canelli's computer, on an iPhone, an iPad, and Mr. Croak can see it on his computer, also. Staff also have viewing capabilities from library computers. The quality is great and information is kept for two to three weeks on library equipment.

Carpet will probably be installed during staff development day next summer.

Technology Report: The Board loved the idea of Saturday appointments for instruction. Ms. Canelli spoke highly of Sam Simas, the Technology assistant.

Departmental Reports: There were no questions with regard to the prepared Departmental Reports.

News Releases There were no questions concerning the News Releases.

Personnel: Part-time Circulation Assistant; Director's Contract Renewal; Collective There were three interviews for the position, with two internal candidates and one external candidate. An offer has been made and Ms. Canelli is waiting to see if it has been accepted. It is hoped that the person will be in place within the next two weeks.

Bargaining with Library AFSCME Group A motion was made/seconded (Begg/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.

Because this is a sensitive topic and might have an adverse impact on ongoing negotiations, a motion was made/seconded (Begg/Hall) and voted unanimously that the collective bargaining discussion be moved into Executive Session following tonight's open session. The Board will reconvene in open session at the conclusion of the executive session only for the sake of adjournment.

Programming The Graveyard Girls program is full and will be held on October 12.

Friends of the Library The next meeting will be held on October 20, 2016. The book sale will be held November 12 and 13, with a preview on November 10 for members only.

Search Warrants There were no Search Warrants.

Miscellaneous
Advisories This was discussed in New Business; Outreach Services to Homebound Patrons Policy.

OLD BUSINESS

Noise in the
Library/Teen
Behavior Activity in this area has been normal.

Employee Handbook
Update Changes to the contract might affect the handbook, so this is on hold for the moment.

NEW BUSINESS

Outreach Services to
Homebound Patrons
Policy There was a problem with an abusive and swearing patron insisting on homebound delivery, but the patron, who has some disabilities or issues of some kind comes to the library herself. This person has made some unreasonable demands, such as keeping passwords for her. There is no official Homebound Delivery Policy, and, in preparation for developing one, Ms. Canelli circulated a number of such policies for the Board's consideration. During discussion, it was agreed that the Library shouldn't be put in a position of being inflexible, and that the patron should not be treated any differently and anyone else. She should be given the services she deserves, but there is a limit of what can be provided. The Outreach Department and other staff will craft a written policy and the Board will vote on it, when it is ready. Mr. Wachterhauser will also review it, when it is available.

The next meeting is scheduled for November 8, 2016, at 7:30 p.m., when a consent agenda will be presented for brevity.

STAFF/PUBLIC REMARKS

For the November meeting, should Ms. Canelli's grandchild be born, Diane Phillips would be at the meeting in her stead. Ms. Canelli's contract stays in effect until it is renegotiated. It is hoped that there can be a quick consent agenda, as it is the national Election Day. Ms. Canelli will confirm with town counsel that that can be done. Ms. Canelli asks that the Board read the materials thoroughly and write to her with any questions, in this case. There was discussion about moving the date of the next meeting and it was determined that a Doodle poll would take place after the meeting. As a result of that poll, the meeting date will remain November 8, 2016 and will include an Executive Session.

The AFSCME group has a meeting on November 3, 2016 with the Board, Director and Town Counsel.

TRUSTEES' REMARKS

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

A motion was made/seconded (Begg/Henry) and voted unanimously at 8:55 p.m. to conclude the public meeting, which will re-open only to close upon the conclusion of Executive Session. Ms. Logan and Ms. David left the room at 8:55 p.m., and Executive Session followed. Ms. Canelli attended Executive Session, until the end of the meeting, when she left the room so the Board could discuss the Director's contract renewal and her review.

A motion was made/seconded (Begg/Hall) and voted unanimously at 10:25 p.m. to adjourn the meeting.

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