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Charlotte L. Canelli, Library Director

Library Board of Trustees

*Sarah Begg, Chair
Marguerite Cummings
John Hall
Deborah Henry
Susan Pipes
Cashman Kerr Prince*

MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes November 14, 2017

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

Ms. Begg called the meeting to order at 7:37 p.m., noting that a quorum was present.

MINUTES

A motion was made/seconded (Prince/Pipes) to approve the Consent Agenda items, including the October 10, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report.

It was noted that a student was taking a test outside the room, so it was agreed to post a notice on the door, stating it was an open meeting and the public may enter the room. The door was shut for the remainder of the meeting, so as not to disturb the test taking.

Mr. Prince noted that the word decent in the Staff/Public Remarks section of the minutes be changed to read "descent". Comments about other aspects of the consent agenda are noted in the Financial Report and the Director's Report sections below.

A motion was made/seconded (Begg/Prince) and all voted to approve the minutes, as amended.

FINANCIAL

REPORT: Current
FY18 Budget Status
Expanded; FY18
Special Funds Report;
Current FY18
Revolving Fund
Status

Mr. Prince noted that 56% of the Equipment budget has already been spent, and asked if the line item needed to be increased. Ms. Canelli said it has been increased by \$6,000 in the proposed FY19 budget. There were comments that the month-by-month reporting was not helpful. Ms. Canelli responded that the presentation had been changed to include expenditures by month, in response to a direct request made in her review. It was agreed that the report will be made simpler on July 1, when it will revert to a year-to-date presentation. For now, Ms. Canelli will hide columns on the spreadsheet that she distributes, with the understanding that any board member may request a full report.

DIRECTOR'S

REPORT: Director's
Advocacy/Marketing
Report; Facilities
Update; Technology
Report; Departmental
Reports; Staff Book
Discussion; News
Releases

Margot Sullivan was thrilled that every board member made a point to attend her farewell gathering and she was touched by this gesture. Ms. Begg enjoyed the event and said that it was fortuitous that she was able to show the flyer about the book club to a group of older ladies who were confused about next steps, now that Ms. Sullivan is no longer leading the discussion. Having the flyer readily available was quite helpful and Ms. Begg and Ms. Bailey were glad to provide some clarity to the attendees.

40 people have signed up for the book discussion of "The Wright Brothers", by David McCullough and so it promises to be a lively discussion. For the next book club discussion, a number of books have been purchased by the Library and are ready to distribute to participants. The book club will meet in December. Ms. Canelli is interested in fashioning a book club sets similar to those supported by the Darien, CT library.

In response to a question, Ms. Canelli confirmed that the III (or "triple I") referred to in the Departmental Reports was short for Innovative Interfaces, Inc., a provider of software.

WARRANT

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

CORRESPONDENCE

Ms. Canelli circulated a note and photo of students from St. Catherine of Siena School that was forwarded to her by Jean Todesca, Children's Librarian. The students appreciate the library and are proud of their reading goals and achievements.

Ms. Canelli wrote a letter, dated November 7, 2017, to Cedar Link Fence. This company was hired to provide an estimate and fix the fence at the back of the library, after a patron drove into it last May. No one knew when Cedar Link Fence would be coming to do the repair. The fence was repaired at a cost of \$235 and the invoice was paid immediately, but the wrong part of the neighboring business' fence was fixed and was not noticed until recently. Mr. Croak was on vacation for two weeks twice this summer, and so it was likely repaired and invoiced during one of these times. The patron paid for the damage based on the wrong estimate. Ms. Canelli hopes that her letter will generate a response from Cedar Link Fence. She and Mr. Croak are chagrined that they did not inspect the fence sooner. It would likely cost roughly \$1,000 for an attorney to write a letter. Ms. Canelli will reach out to Mr. Kane, the neighbor whose fence was repaired, to see if he would consider reimbursing the cost of the repair to the Library.

OLD BUSINESS

Update on Capital
Projects

All the capital projects have been completed, including replacement of five windows. Ms. Canelli said that Mid-Mass is a great company to work with and they did a great job. The area smelled like varnish for a short time, but the windows look great. The total cost was \$8,500.

Update on Library Furniture There are three new upholstered chairs in the Library, paid for by the Ling and Tupper families and the daughter of Mrs. Young.. Ms. Canelli is going to ask if the Library can announce his donation in the paper. The Library would love to slowly replace other worn chairs. Mr. Croak removed worn upholstery from the arms of two chairs, and sanded and stained the wood. It is an economical and good-looking short-term fix.

Ms. Canelli will ask if local correctional facilities would upholster chairs for the Library. Ms. Begg said a friend had contact the prison about upholstering some furniture, but the patron would have to buy the fabric. The price quoted was not very good, but perhaps the state would give a better price to the municipality than to an independent household.

Update on Special Town Meeting Ms. Canelli attended this meeting and was present for two nights past 11 o'clock. The HVAC proposal was approved, with no questions; the rear HVAC is currently on the FY19 Capital Outlay Plan.

Noise in the Library/Teen Behavior Outside of the opening of school a number of weeks ago, the Library has been quiet. Ms. Canelli said her staff is trying to be understanding and lenient with regard to students sitting on the floor. Most students are trying to be polite to everyone.

REPORTS

Personnel Report Ms. Phillips was a key person on Library staff, and so Ms. Canelli is trying to hire her replacement as quickly as possible. There was a technical software glitch with the job posting, and resumes were not being submitted to the Town folder. The job was then reposted and Ms. Canelli asked applicants to send materials directly to her and to the Town. Twenty applications have been received and nine applicants have been invited to learn more about the job. It is important to fill the role with a person who is a good fit and represents the Library well as a whole. The ideal candidate will support those in the Reference Department, the Children's Department, and will work with Programming in a collaborative way. Ms. Canelli seeks a supervisor who will be passionate, energetic, and dynamic, and one who will support her/his staff participating in all aspects of the library, including advisory workshops, stitch doctor, and other such events. Ms. Pizzi will be completely involved in the final interviews and onboarding. Ms. Canelli is anxious to fill the position and will ask Ms. Pizzi to be available on November 20 and November 21 to interview, admittedly on short notice. Ms. Begg, as Chair, offered to assist in any way possible. Ms. Canelli will call upon her, if needed.

Friends of the Library The next meeting of the Friends is scheduled for November 16, 2017. Ms. Canelli will be unable to attend, as she will attend the retirement party for Mr. John Carroll that evening.

The book sale brought in \$1,200, which was not as much as last year. Ms. Canelli is not overly concerned, though, because the Revolving Fund generates some income for the Library, so less is needed from the Friends.

Programming Report There continues to be a great deal of activity in this area and programming continues to be quite popular. If the Library had a larger room, it could do more.

NEW BUSINESS

FY18 Budget Ms. Canelli circulated the FY18 proposed budget to all trustees before the meeting was held. The Municipal Material Appropriation Requirement has been met. Ms. Canelli will submit the budget to the online software and write the accompanying narrative to be approved at the next meeting.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

There were no Miscellaneous Advisories.

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

STAFF/PUBLIC REMARKS

Ms. Bailey said she was honored to be part of the interview process for Ms. Phillips's replacement. She appreciates the opportunity for three staff members (Ms. Gotovich and Ms. Sheehan, in addition to herself) to meet candidates and to get a feel as to whether the person would be a good fit for the role and team.

Ms. Bailey mentioned that she reads pre-publication galleys and Mr. Prince suggested that she consider giving reviews of books that would be coming soon, if possible.

TRUSTEES' REMARKS

Mr. Prince reminded everyone that the Holiday House Tour would be held Sunday, December 3, from 2:00 PM to 5:00 PM. The theme this year is Patriotism and the after party will be held at the VFW hall. One of the handmade quilts slated to be given to veterans will be on display.

Ms. Canelli reported that all Agendas and Minutes from FY14 onward have been posted on the Web site.

Ms. Begg, Ms. Cummings, Ms. Pipes, and Mr. Prince gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from Ms. Canelli and Ms. Bailey, can be found attached with titles, authors and book covers.

At 8:48 p.m., a motion was made/seconded (Prince/Pipes) and approved unanimously to conclude the public meeting. All left the room as there was no Executive Session to follow.

Respectfully submitted,



Amy B. Chandler-Nelson
Recording Secretary