



Morrill Memorial Library

www.norwoodlibrary.org

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 December 12, 2017

Trustees: Sarah Begg, Chair; Marguerite Cummings; John Hall;
Deborah Henry; Susan Pipes, Cashman Kerr Prince, Vice Chair

Director: Charlotte Canelli

Staff representative present: Jeff Hartman

Recording Secretary: Amy Chandler-Nelson

* Denotes absence

Ms. Begg called the meeting to order at 7:33 p.m. Trustees participated in a brief discussion of *The Case of the Gutsy Librarian*, an article by Mark Dixon that was circulated to the Board in advance of the meeting. The Board thought the article intriguing.

Ms. Canelli announced that Mr. Mazzucco, Norwood's new Town Manager, has been touring every department and he visited the Library for over one hour. He asked good questions and Ms. Canelli looks forward to working with him.

MINUTES

A motion was made/seconded (Prince/Hall) to approve the Consent Agenda items, including the November 14, 2017 minutes of the open session meeting; the Financial Report; and the Director's Report.

With the correction noted below in the Financial Report regarding the Menges Fund, 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

Ms. Pipes asked whether the Revolving Fund balance of \$12,539.01 included the expenses detailed in the report. Ms. Canelli explained that balance in the fund includes a beginning balance carried over from the previous year. This report shows revenue and spending to date, and is a discretionary fund. The expenses to date are \$3,277.88.

Mr. Prince questioned the negative \$71 figure in the Menges Fund. Ms. Canelli will correct that formula in the cell. Ms. Canelli confirmed that the budget narrative sent to Mr. McQuaid on November 16, 2017 to support the FY 19 budget is a usual occurrence and one that she does each year.

DIRECTOR'S

REPORT: Director's
Advocacy/Marketing
Report; Facilities Update;
Technology Report;
Departmental Reports;

There were no questions regarding the Director's Report.

Staff Book Discussion;
News Releases

WARRANT

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

CORRESPONDENCE

Ms. Canelli reported that Ms. Mary Phinney made a donation to the Francis Fund.

OLD BUSINESS

Update on Library Fence
and Furniture

Ms. Canelli called Mr. Kane, the owner of the property next door and recipient of a new fence repair unfortunately paid for by the library. He was repaving his parking lot and his building's businesses' employees were parking in the library's parking lot. It was the day that Ms. Sullivan held her last book group, an event that brought many patrons to the Library that day, and Ms. Canelli and Mr. Croak were monitoring the lot for unauthorized parkers. Ms. Canelli approved the three cars as employees in Mr. Kane's were exiting them. She did not pass that on to Mr. Croak, however, who placed placards on their windshields warning them not to park there. Mr. Kane and his son felt insulted; Mr. Kane's son came to the library that day and Ms. Canelli assured them that it was a misunderstanding and that cars would not be towed. Ms. Canelli feels that the employees of Mr. Kane's building were treated respectfully, and Mr. Kane's reaction was unexpectedly strong. The Library has to keep on top of parking, especially as rates at the MBTA have increased and non-library patrons are caught parking at the library all day. There has previously been a good relationship with this neighbor. Ms. Canelli expects a call from Mr. Kane but she thinks there is little hope that Mr. Kane will pay for the fence repair he did not ask for.

The more new chairs have been put in the entrance to the Library and look good. The Town did not want the old chairs.

Noise in the Library/Teen
Behavior

There have been minor concerns with middle-schoolers, but nothing too concerning. Teens are going to various areas of the Library to study, and things are under control.

REPORTS

Personnel Report

Mr. Hartman is leaving, having accepted a position as Marketing and Community Relations Specialist in Chelmsford, which is closer to his home. Ms. Canelli has been supportive of his career and has appreciated his contributions to the Library. His last day is December 31, 2017.

Ms. Canelli would like to change Mr. Hartman's position to accurately reflect his work - the Library cannot gain another position - there is no possibility of increasing staff. The graphic design portion of the position takes more than 20 hours per week, and it is important that the supervisory oversight to Circulation not be lost. There are many components to the job. One idea is to reclassify Ms. Rabbitt's position to one grade higher and then move some of Mr. Hartman's responsibilities over. Another is to take a part-time, benefitted position and make it full-time. There may be other ways to creatively reconfigure some duties and put more of an emphasis on media/marketing. Ms. Canelli is working with Ms. Pizzi and the Personnel Board to adjust these positions. The union will be notified. This process will take some time into the new year.

Sam Simas, assistant in Technology is seeking full-time professional employment. He has received his library degree and had a second interview in Tiverton, RI.

Ms. Canelli feels strongly that her job is to mentor all of her talented staff, and so will recommend any of her staff for positions elsewhere.

Ms. Lydia Sampson, Ms. Phillips' replacement, will start on December 18, 2017.

Ms. Cummings thanked Mr. Hartman for his service and she said that his shoes will be hard to fill. He is knowledgeable and approachable and has been an asset to the Library. The Library and Mr. Hall will miss his expertise in SciFi and comics.

Friends of the Library

The next meeting of the Friends is scheduled for December 14, 2017.

The book sale brought in \$1,360, which is on par with what has generally been raised in recent years.

Programming Report

While programming has slowed a bit this month, there is still a full line-up of events ahead. Mr. Prince asked if there would be any health code concerns with regard to the Two for the Dough program coming in January. Do participants sign a waiver? Ms. Canelli will contact the Norwood Health Department to be sure that all is in accord.

NEW BUSINESS

FY19 Budget Approval

Ms. Canelli has submitted the FY19 budget. In light of staffing changes at the Library, Ms. Pizzi said it could be changed before the Fin Com meeting, if salaries needed to be adjusted. Longevity had been miscalculated and is corrected. Mr. Prince thanked Ms. Canelli for noting that the Library supplements its budget outside of town appropriations and the proposed budget documentation clearly outlines this. With regard to the budget, Ms. Canelli said that she will work closely with the Finance Committee and everything will be reviewed line-by-line. There is no extra cushion in the budget, but it includes 25 cent to 50 cent per hour raises for part-time staff, and the building repair budget line has also been increased. The salaries for pages increased to the minimum wage for the last time last January. The Personnel Committee must approve rates.

A motion was made/seconded (Prince/Hall) to approve the Proposed Budget FY 2019 in the amount of \$1,833,931, as presented. All voted in favor.

Part-time Payroll Rate Proposal

In order to keep up with current rates at libraries in the Metrowest and Boston areas, Ms. Canelli will meet with Ms. Pizzi to go over part-time custodian rates, as outlined in its request to raise substitute rates for part-time seasonal and temporary library workers 2018-2020. The Library does not grant part-time custodial staff more money than junior custodians. The custodial staff is on the same pay scale as Town Hall.

FY 19 Action Plan

The Action Plan is required to be updated by December 1 each year. Some items were added and some were taken off, as they were no longer needed. Ms. Canelli said that the Library is maxed out with regard to space. The Library is in

partnership with other departments in town, and does as much marketing as it can do, given space constraints. There is not much stretch in the Action Plan, given the space limitations at hand. The Action Plan was accepted.

Meeting Schedule Change 2018 There was discussion about moving the February meeting from the 13th to the 20th of the month as Ms. Canelli will be in Denver through February 13. Ms. Begg said the later date was less desirable, due to school break week. Ms. Cummings will be away February 6. Mr. Prince will be away on February 20. It was determined to keep the meeting on February 13, and a staff member will attend in Ms. Canelli's stead. It may be that some part of the agenda will have to be deferred. It is expected that Ms. Palmgren and Ms. Sampson will run the February meeting, and will try to accomplish as much as possible, Ms. Canelli's absence notwithstanding.

Copier Proposal The contract for the copier is ending. Currently, there are three refurbished machines, one on each floor. The company supplies maintenance, toner and paper, and 120 free copies per year. The Library has had a great deal for a long time.

The proposal is to lease new copiers that will scan, email, and fax. There will be color copiers on each floor and the one in the literacy room all connected to the internet. There is a 100,000 copy allowance. At the end of five years, the Library will own the machines or will start a new lease. The cost is \$279 per month and, after that threshold has been reached, the company will keep 25% of the earnings. The machines are coin based. Currently, the Library charges \$1.00 per fax, and generates roughly \$100 per month in faxing fees. Scanning is free and is not counted toward the copy allowance. Color copies are 30 cents per page, which is a lower cost than what Staples charges its customers. If the copiers provided have been refurbished, they will be the latest models (Toshiba, Lexmark). The company will provide coin boxes and service. Library staff can access them with a key to restock, if needed. The company will restock once a month, to check supplies, paper, toner, and they require a five-year contract. The Revolving Fund can cover leasing costs.

The printer that is used for marketing materials is owned by the Town and is in the administrative office. The Town pays for most ink and service for it. The Library has a scanner behind the reference desk, one on the ramp, one in Young Adults, and one in the Children's Department. Patrons will have to come to the second floor to scan/email, as there are no ports on the first floor. Reference staff will be able to assist.

Ms. Canelli is thinking through options carefully. The Town has its own arrangement for their copiers. Ms. Canelli and Ms. Palmgren will seek the best arrangement for the Library.

SEARCH WARRANTS There were no Search Warrants.

MISCELLANEOUS ADVISORIES Folan Landscaping damaged the book drop during snowplowing. A cost of replacement is \$6,000. Mr. Croak submitted an insurance claim and also sent information to Folan.

A young man that had been previously disinvited has gone through rehab and asked if he could come back. He was initially allowed to frequent the library, but

his behavior caused problems with patrons and he has been disinvented again.

The next meeting is scheduled for January 9, 2018, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Mr. Hartman thanked everyone present for the growth opportunities he has had at the Library and, in particular, he thanked Ms. Canelli for her support. He has appreciated his employment at the Library and enjoyed the opportunity to contribute.

TRUSTEES' REMARKS

Ms. Canelli announced that Mr. Mazzucco will be sworn in by Mr. Carroll at 9 a.m. on December 18, 2017 at Memorial Hall.

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

At 8:57 p.m., a motion was made/seconded (Prince/Cummings) 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, appearing to read "Amy B. Chandler-Nelson", written in black ink on a light-colored background.

Amy B. Chandler-Nelson
Recording Secretary