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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 January 9, 2018

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

A photo of the Board was taken at 7:30 p.m. After the photo was taken, Ms. Begg called the meeting to order at 7:42 p.m.

The Board introduced themselves to Lydia Sampson, Ms. Phillips' successor, and welcomed her to her role. Ms. Gotovich, Ms. Bailey, and Ms. Tighe have been quite helpful with the transition.

MINUTES

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

With regard to the Update on Library Fence and Furniture, Mr. Hall asked if the information was overly detailed. There was discussion among the board, and it was determined to make a few changes to some wording, but to keep the level of detail the same. Ms. Canelli said that, when minutes are overly sanitized, it can be difficult to reconstruct what occurred when issues arise, as was the case with the air conditioning unit a few years ago.

With slight revisions to the Update on Library Fence and Furniture section of the minutes, a motion was made/seconded (Hall/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;
Current Utilities Report

Ms. Canelli reported that the Monahan Fund paid for expenses for the Harvest Dinner. In addition, the Literacy Volunteers of Massachusetts grant goes up and down each year. The Board appreciated having the narrative and found the written budget summary quite helpful.

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

There were no questions regarding the Director's Report.

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

CORRESPONDENCE

Ms. Canelli gave Ms. Begg a letter that was from the Union, for her attention. The Union is in support of two positions, (Circulation Assistant and Paging Supervisor; Senior Circulation Assistant/Marketing and Media Assistant) and Ms. Canelli will take these recommendations to the Personnel Board on January 17, 2018.

The Annual reports, dating back to 1873, were sent off for digitization in late August and it will take several months for them to be processed. Mr. Prince said that the Historical Society has hard copies available at the Day house, should they be needed in the interim.

A \$5,000 donation for the Simoni Fund has been received. Ms. Begg will write a letter of thanks to the donor.

The Library has received half of its 2018 State Aid award.

OLD BUSINESS
Update on Library
Building, Equipment,
and Furnishings

Ms. Canelli reported that it appears the glycol leak never really might have been; instead it is now believed that the ratio of glycol was never at an optimum level since the HVAC issue around 2002/2003. The HVAC units on the front of the building will still need to be replaced in the spring, however.

There were overtime costs associated with one day of snow removal.

A claim has been submitted for the Book Drop damage by Folan Landscaping last month.

The Building Maintenance and Service Contracts budget line have been spent, and there is an unexpected facilities expense for the replacement for the handicapped door opener.

With regard to chairs, it was simply less costly to buy new chairs, instead of reupholstering older ones. Ms. Canelli did not pursue an arrangement with the prison for reupholstering, as it would have been more expensive. In addition, we have received donations that have equaled the new chair

expense.

The Library received an estimate of \$6,800 for replacement windows in the compact storage area, but this large expenditure can be addressed after July 1, 2018. State Aid could be used to cover this expense.

Noise in the
Library/Teen Behavior

Someone vandalized the puzzle table. A sign has been placed on the table, saying the area was under surveillance.

REPORTS

Personnel Report – Job
Descriptions

A motion was made/seconded (Prince/Cummings) to update the position of Senior Circulation Assistant/Paging Supervisor and reclassify this position to Grade 4. There were no questions about this change and a roll call vote was made. All voted in favor to approve.

A motion was made/seconded (Prince/Henry) to update the position of Circulation Assistant and reclassify this position to Grade 3. There were no questions about this change and a roll call vote was made. All voted in favor to approve.

Ms. Canelli will forward this information to Ms. Pizzi and the Personnel Board and she will meet with them on January 18, 2018.

Friends of the Library

The next meeting of the Friends is scheduled for January 23, 2018.

A resident of Waltham made a donation with a \$100 bill.

The Friends sponsored the Steve Rudolph magic show program and it was well received.

Programming Report

Ms. Canelli, Ms. Palmgren and Ms. Tigue will meet on January 11, 2018 with Ms. Sigalle Reiss, Superintendent of the Norwood Health Department, to discuss food programming in the Library. In preparation for this meeting, Ms. Canelli polled other libraries to see what some Boards of Health concerns are regarding food programming in the library. Some Boards of Health are not concerned, while others require food permits and licenses. The second gathering of the Two for the Dough program is coming up. The worst case scenario is that patrons will not be allowed to bring the dough they make home.

A two-hour program for annual kick-off of the Boston Bruins PJ Drive to benefit DCF Wonderfund and Cradles to Crayons will be held in the Simoni Room on January 25, 2018. First Lady of the Commonwealth Lauren Baker will attend, along with the Bruins mascot Blades. The PJ Drive will run from February 1 through March 15, 2018.

NEW BUSINESS

State Aid Award

Half of the State Aid Award has been received.

**SEARCH
WARRANTS**

There were no Search Warrants.

**MISCELLANEOUS
ADVISORIES**

There were no Miscellaneous Advisories.

The next meeting is scheduled for February 13, 2018, at 7:30 p.m.

STAFF/PUBLIC REMARKS

There were no public remarks.

TRUSTEES' REMARKS

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 Ms. Sampson, can be found attached with titles, authors, and book covers.

At 8:40 p.m., a motion was made/seconded (Prince/Hall) 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", written in black ink on a light-colored background.

Amy B. Chandler-Nelson
Recording Secretary