



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 February 13, 2018

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

Staff representatives present: Jim Croak and Allison Palmgren

Recording Secretary: Amy Chandler-Nelson

* Denotes absence

The photo of the Board is on the Morrill Memorial Library and the Town's Web sites.

Ms. Begg called the meeting to order at 7:33 p.m. It was noted that a quorum was met.

In Ms. Canelli's absence, Ms. Palmgren served as her designee for the duration of the meeting.

Ms. Begg asked the Board to sign the acknowledgement of the receipt of Summary of the Conflict of Interest Law for Municipal Employees. Those absent will sign it separately.

MINUTES

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items, including the January 9, 2018 minutes of the open session meeting; the Financial Report; and the Director's Report.

There were no questions concerning these reports. All voted to approve the minutes as submitted.

FINANCIAL

REPORT: Current
FY18 Budget Status;
Incidentals Detailed
Report; FY18 Special
Funds Report; FY18
Special Funds
Compilation Report;
Current FY18
Revolving Fund Status

There were no questions regarding the prepared Financial Report.

**DIRECTOR'S
REPORT:** Director's
Advocacy/Marketing
Report; Facilities
Update; Technology
Report; Departmental
Reports; Staff Book
Discussion; News
Releases; Library
Statistics 2017
WARRANT

There were no questions regarding the Director's Report.

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

CORRESPONDENCE

Correspondence was circulated from Mr. Dan Smith, dated January 14, 2018, detailing his \$1,000 donation.

The Trustees' Packet included correspondence from Ms. Sigalle Reiss, Director, Health Department, dated January 16, 2018, with details about any food operations at the Library. This discussion is detailed in New Business.

Norwood Public Access Television will tape the public meetings of the Morrill Memorial Library Trustee meetings, beginning in March. Ms. Begg attended the filmed School Committee Meeting recently and reported that one camera will be operating and that the recording will not be edited. She reminded those present that it will be important to stick to Robert's Rules of Order and to be consistent. She also cautioned that it will be important to not use the names of minors or members of the public in any discussion of Library business, out of respect and in order to protect their privacy. Executive Session meetings will not be filmed. Some bargaining pieces may be negotiated and are protected under Executive privilege. Contract negotiations, discussion and details about the Director's contract, and any criminal charges are able to be discussed in Executive Session. However, there are few instances when the Library will need to meet in Executive Session.

Ms. Begg said that Library staff does a great job of working through issues that arise. An effort will be made to have the meetings be less casual with comments. Details of incidents are documented in reports that are circulated in preparation for the meeting. Ms. Canelli does a good job at summarizing incidents. Minutes are available for public review, but they are sanitized.

There were no questions about the Finance Commission Budget Hearing Agenda that was circulated.

Ms. Carney invited Library staff to visit the Forbes Mansion Library. Ms.

Palmgren, Ms. Cushing, Ms. Sampson and Ms. Reed, along with Ms. Canelli, viewed the extensive collection. Many books were old and some may have value. Some were in great shape, while others, like the Readers' Digest collection and expired encyclopedias, did not add much value to the collection. The Library does not have enough staff to catalogue the collection adequately. If the collection were to be sold, investors would only come out if they could make a profit. At this time, it is unknown if Forbes' Mansion authorities would be willing to sell the collection or not. A number of steps would need to be made beforehand, and there may be some points of contention were they to decide to disperse the collection. There are likely over 5,000 books that do not have ISBN codes, so cataloguing them would be a painstaking process. Maybe a Simmons College intern could assist, but summer term does not begin until June, so timing would be an issue. Another potential concern is that the student would likely be alone in the building.

OLD BUSINESS

Update on Library
Building, Equipment,
and Furnishings

Mr. Croak said that there are windows in compact storage that are rusty and need to be repaired. Water is finding its way through the foundation and seeping into the window frames. Replacement cost estimates for the windows and sills are roughly \$6,000. Any wall plastering needed would be an additional cost.

Mr. Hall asked there might be hidden damage, and Mr. Croak said it was hard to tell. There is moisture below the Simoni Room floor and it has been an issue for a while. Any damage is likely to be mildew-related, and is not a structural concern.

Mr. Croak reported that, during elevator maintenance, oil was discovered in the elevator pit. The packing seals on the pistons may be leaking. To repair them, the elevator would be to be taken out-of-service for one or two days. . If more oil is found before April, Mr. Croak recommends addressing the potential safety issue and repairing it before inspection, which is due at the end of May. When pressed to provide a cost estimate for repair, Mr. Croak guessed that it would cost \$1,000-\$1,500. Mr. Hall said that the Library might have to reprioritize its budget to accommodate this need.

There is a leak in the Technology Services room. While roof tiles have been replaced, water is still entering the building. The clay tiles need to be stripped for about four to five feet to see if the rubber underneath is damaged. Due to the clay tiles, this is a specialty repair, which needs to be addressed before next winter. The leaking is a result of ice dams and is not a rain issue. Repair costs are unknown at this time.

Noise in the
Library/Teen Behavior

There was one minor incident to report. A patron emailed Ms. Todesca about repeat noise offenders in the Children's Room. Parents of these toddlers were talked to.

REPORTS

Personnel Report Both positions have been approved by the Town and have been posted. The Library is currently accepting applications for the position of Senior Circulation Assistant/Paging Supervisor and the position of Circulation Assistant. Ms. Rabbit has assumed her new position.

Friends of the Library The next meeting of the Friends is scheduled for February 15, 2018.

Programming Report Mr. Hall attended the program about general stores and said it was fabulous. The author would be widely welcomed, should he decide to come back to discuss other topics, such as his book on Famous Feuds.

The second Two for the Dough program was cancelled, because all participants wanted to bring the dough home with them.

NEW BUSINESS

Health Department
Food Permit Ms. Sigalle Reiss and Mr. Angelo De Luca met with Ms. Canelli for over an hour to discuss food operations at the Library. A food license is needed when food is served to and consumed by the public. In her letter dated January 16, 2018, Ms. Reiss outlined a number of steps that would be needed if the Library will provide programming involving food items. A three-bay sink or a two-bay sink and a compact commercial dishwasher would be needed in order to sanitize equipment. Metal shelves are needed for dry storage. A full-time staff member would need to obtain a Food Manager Certification (FMC) and an Allergy Awareness Certification, which requires taking a course, submitting a fee, and passing a test. Other adjustments are also required, as detailed in Ms. Reiss's letter.

The Library could limit the scope of food-related events so that no refrigerator is needed. Shelf-stable items could accommodate that type of use. The Library needs to determine its available space and identify any plumbing and equipment costs, which might be expensive.

Could the Library hold such events at other locations? Ms. Begg said that a cooking program offered by School Enrichment at the public school was limited to microwaves and sink usage, and many aspects of the commercial kitchen was off-limits to students, which changed the nature of the program. Offering programming at a school might be a possibility, if the stove and oven is not used.

Library Card Changes Ms. Palmgren passed around samples of the new designs for the regular Library card and key card. She submitted proofs today, for both adult and children's designs, which will include the Minuteman branding as well as the Library branding.

Annual Report 2017 The Annual Report is being formatted and will be presented at the March meeting.

**SEARCH
WARRANTS**

There were no Search Warrants.

**MISCELLANEOUS
ADVISORIES**

There were no Miscellaneous Advisories.

The next meeting is scheduled for March 20, 2018, at 7:30 p.m.

STAFF/PUBLIC REMARKS

Ms. Palmgren shared a message from a patron, who wrote to Ms. Bruno, Communications Director, MA Board of Library Commissioners. One of the DCF field supervisors was wonderfully complimentary about the Norwood Library, and staff was pleased to be appreciated.

TRUSTEES' REMARKS

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

At 8:41 p.m., a motion was made/seconded (Hall/Cummings) 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