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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 May 8, 2018

Trustees: Sarah Begg, Chair; Marguerite Cummings; John Hall; Deborah Henry; Susan Pipes; Cashman Kerr Prince, Vice Chair
Director: Charlotte Canelli
Staff representative present: Norma Logan
Recording Secretary: Marsha Johnson

Ms. Begg called the meeting to order at 7:32 p.m.

MINUTES

A motion was made/seconded (Hall/Henry) to approve the Consent Agenda items, including the April 10, 2018 minutes of the open session meeting; the Financial Report; and the Director's Report.

All voted to approve the minutes as submitted.

FINANCIAL REPORT: Current FY18 Budget Status, FY18 Special Funds Report

Mr. Prince discussed the budget document. He noticed the Library was underspent in Night Differential and overspent in the Clothing line item. Ms. Canelli said they never really know what the Night Differential will be when the budget is submitted. There was a time when there was no budget. Ms. Canelli increased it to \$500 this year because they were going over. Basically, it is Liz and Bonnie who work the extra night, Liz for programming and Bonnie works two nights in Literacy. The reason the Library is overspent in clothing is because of the eyewear. There is \$800 for clothing and there is \$5,000 in the budget next year for eyewear. adjustment can be made at the end of the year. The budget books have been printed. There is a P number in the budget for next year. Approximately \$2,000 has been spent on eyewear in this fiscal year.

DIRECTOR'S REPORT: Director's Advocacy/Marketing Report; Facilities Update; Technology Report; Departmental Reports; News releases

There were no questions regarding the Director's Report

WELCOME TO MS. JOHNSON, RECORDING SECRETARY

All members of the Board of Trustees welcomed Ms. Johnson. Ms. Canelli suggested a new format for the minutes, with approval by the Board members.

WARRANT

The warrant was presented by Ms. Begg and signed by all Trustees present.

CORRESPONDENCE

Ms. Canelli announced that a check was received by the Estate of Robert Borshay, Library patron. He passed away and left the library 10 percent of his estate. The money will be put in the Library Endowment Fund. Ms. Begg would like to send a letter of thanks. There is no known next of kin. Ms. Canelli indicated she would see if she can find who to send it to.

No other correspondence, but there were some attachments. Ms. Canelli explained the MBLC requirements for certification. Ms. Canelli stated that she had received a reimbursement, and she wanted to be sure the money went back into dues and conferences.

OLD BUSINESS

(a) FY19 Budget Update (Annual Town Meeting).

The annual town meeting is imminent. Budget books came out, and the budget has remained the same as was submitted in November 2017. There is an explanation from every department as to the differences in the budget. This was done in the hopes that people will read it rather than ask questions at Town Meeting. Ms. Canelli will attend the Special Town Meeting on Monday, May 14, 2018 and all subsequent nights of the Annual Town Meeting.

(b) Update: HVAC Update

HVAC was switched over May 1. Ms. Canelli discussed that the two units in front are the issue now. There was an award of a bid for the two units in front of the building. The losing contractor is challenging the bid. This could hold up the work. They were supposed to be done by July 1st. Mr. Prince questioned whether there is a timeline regarding the contesting of the bid. Everything is running, the two units need to be replaced. The Library is on the capital outlay schedule for two chillers behind the Library for FY19. Mr. Prince questioned whether because of the contesting of the bid whether someone could come in and do the entire building. Ms. Canelli will have an update for the Board at the June meeting, but will send an email if there is an update before then.

(c) Noise in the Library/Teen Behavior

There were no significant problems or incident reports with noise and teen behavior in April.

(d) Gift for Amy Chandler-Nelson, Recording Secretary

Ms. Canelli discussed possibilities for a gift for Amy. A motion was made/seconded (Hall/Pipes) that the Board would provide a gift certificate to Blick Art for \$100. Ms. Cummings will get the card. Ms. Canelli will bring it to the June meeting to be signed by all Board members. All voted in favor for the gift for Ms. Chandler-Nelson.

REPORTS

(a) Personnel Report and searches for Circulation/Marketing & Media Assistant and Outreach/Literacy Librarian

Interviews are scheduled for May 10 with five of the sixteen candidates for the Circulation/Marketing & Media Assistant. Alli, Liz and Michelle Pizzi are interviewing with Ms. Canelli. They are good candidates. It will be a difficult decision, but an offer should be made

shortly. Nancy and Norma will be serving on the search committee for the Outreach/Literacy librarian and six resumes have been received.

(b) Friends of the Library

Ms. Henry received an email from a board member that the book sales raised \$1,282.55. Ms. Canelli indicated there is about an extra \$500/\$600 a month from daily sales. Discards will be sent to Better World Books to get money back. Mr. Hall stated he was part of the team boxing things up and he learned that Ms. Colamaria gets a selection of books to be sent to the Veterans and children's books for the Food Pantry. Martha Colamaria has a table at the Farmers Market and brings books to sell there. There is a new Farmers Market manager this year. Ms. Colamaria may need help connecting about her table.

(c) Programming Report

There was a very busy month. Ukulele lesson sign ups now has a wait list. Ms. Begg questioned why the age was set at 17 and up. Ms. Canelli indicated that it was the teacher who set the age limit. The teacher is strict with lessons. The library has 7 ukuleles, so some students are bringing their own instrument. The program is funded by the Boch Fund.

Mr. Hall was approached by someone about an Aging in Place program in Westwood. He wanted to know who they should get in touch with. Ms. Canelli said Liz and April are the ones who make the decisions. Mr. Hall will forward the email to Ms. Canelli and she will forward that on to Liz and April.

Ms. Canelli indicated the Health Department is enforcing restrictions on any food prepared in the library for the public. The Library cannot have a cookbook club. Food cannot be served that is homemade. Ms. Canelli and Ms. Pizzi are thinking of a pasta making night called Pastabilities. People won't bring pasta home, but suggestions will be made on different ways to serve it. Ms. Cummings brought up working with the Senior Center to have some programs there. Ms. Canelli will speak to Liz to investigate that. Ms. Begg suggested that many of the churches in town meet criteria with a separate handwashing sink. Cookbook clubs are big right now. Mr. Hall indicated that the Farmers Market will need to have liability insurance binder for food. Third parties will need their own liability insurance. Ms. Canelli discussed the chocolate program, and the woman had her own caterer's license. Mr. Prince would like to work with another Town owned facility.

NEW BUSINESS

(a) Municipal Relief Request

Ms. Canelli indicated there is a large salary surplus, about \$10,000. The Municipal Relief Act says that as of May 1st you can change from one account to another. Departments are now expected to go to Town Meeting for a Reserve Fund transfer. Ms. Canelli wrote to Tony Mazzucco because there will be some HVAC bills and no money in building maintenance. She is waiting to hear from him about that.

(b) Basement Windows (estimate)

Ms. Canelli gave an update on the basement windows. They are in bad shape and leaking. She suggested waiting until July 1st and consider it one of the largest bills of the year. There is \$25,000 in building maintenance again in FY19. Ms. Canelli is comfortable waiting until July 1st.

Ms. Canelli could take it to Town Meeting and tell Mr. Mazzucco they have the bill and would like some free cash to pay for it. The Selectmen and administration understand that the Library belongs to the Town. Mr. Prince would like to pursue the free cash option. Ms. Canelli said they can wait until Special Meeting in November or wait and do it in July out of building maintenance. Mr. Hall indicated that the reserves in the Town have fallen so low they are starting to get negative reaction from Bonding. This will be put on Old Business for the next meeting.

(c) Study Room Partitions (estimate) – Monahan Fund

Ms. Canelli indicated they received two estimates. This money is from the Monahan Fund. The fund has \$41,000. Literacy wanted to put a solid wall up but this would eliminate the flexibility of the room(s). The idea of a partition is so you can have big room or a couple smaller rooms. Ms. Logan, the Literacy Volunteer Coordinator, submitted a letter along with the proposals. The noise levels are distracting with the petition that is there now. Ms. Logan passed around a brochure to the Board members for consideration. The other panel was done in the 2001 renovation. Ms. Cummings indicated that what is there now is terrible. In Literacy tutoring, when people don't understand each other, voices are often raised. Quiet is a must for teaching. Mr. Prince questioned the amount of soundproofing. The Corbin-Hufcor quote is an accordion folding partition. The Pappas Company is for panels. The panels go all the way to the ceiling. The money for the partitions would come out of the Monahan Fund. Ms. Logan feels that the \$6,800 quote is feasible. Mr. Prince indicated that one quote is 51 STC and one is 50 STC in terms of material, which stands for sound transmission class. At an STC of 50 very loud sounds such as a stereo or musical instruments can be faintly heard. 60+ is excellent soundproofing. The higher the STC number, the more soundproofing it provides. A motion was made/seconded (Cummings/Hall) for the \$6,400 to be purchased by the Monahan Fund, with an amendment to authorize up to \$7,000. Ms. Canelli indicated that the Town will not allow the Library to pay for anything until it is done. Payment terms are net 30. All Board members voted in favor of the motion.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

There were no Miscellaneous Advisories.

The next meeting is scheduled for June 5, 2018
Annual Volunteer Appreciation Day is May 18, 2018
Special Town Meeting is May 1, 2018 at 7:30 p.m.
Annual Town Meetings are May 17, 2018+

STAFF/PUBLIC REMARKS

Ms. Logan shared a book recommendation.

TRUSTEES' REMARKS

Ms. Pipes, Mr. Hall, Ms. Canelli, Ms. Henry, Ms. Cummings, Mr. Prince and Ms. Begg gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from

Ms. Logan, can be found attached with titles, authors, book covers and links to the library catalog.

At 8:45 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,

Marsha Johnson
Recording Secretary