



Morrill Memorial Library

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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 April 10, 2018

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

Director: Charlotte Canelli

Staff representative present: Linda McCusker

Recording Secretary: Lydia Sampson

* Denotes absence

Ms. Begg called the meeting to order at 7:34 p.m.

MINUTES

A motion was made/seconded (Hall/Pipes) to approve the Consent Agenda items, including the March 20, 2018 minutes of the open session meeting; the Financial Report; and the Director's Report.

Ms. Canelli reported two corrections to the Director's Report:

A staff meeting was held on March 23.

10 literacy volunteers were trained in March.

The corrected February minutes included in the Trustees' Packet were for the record and not part of the Consent Agenda.

All voted to approve the minutes as submitted.

Ms. Begg congratulated Deborah Henry on her re-election to the Board, and thanked those who voted. Ms. Canelli thanked Ms. Begg for helping Ms. Henry with collecting the necessary signatures.

FINANCIAL

REPORT: Current
FY18 Budget Status;
FY18 Special Funds
Report; Incidentals
Detailed Report; FY18
Total Utilities 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; Norwood 101
Report

There were no questions regarding the Director's Report.

WARRANT

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

CORRESPONDENCE

The State Aid award letter was received and included in the Trustees' Packet. The Library will receive approximately \$17,500 in State Aid. A memo regarding the recalculation of the Municipal Appropriation Requirement was also received from the MBLC.

Ms. Canelli announced that Lydia Sampson is the Library's newest Passport Agent. The Trustees' Packet included correspondence confirming the re-certification of the 4 additional Agents, Ms. Canelli, Ms. Bailey, Ms. Palmgren and Ms. Howard.

Ms. Canelli noted that Joanne Rabbitt's reclassification has gone into effect and she will be paid her new wage, retroactive to February 8. The Trustees' Packet included correspondence from the Personnel Board.

Ms. Canelli said that she will attend a Special Town Meeting on May 14, 2018 and subsequent meetings each Monday and Thursday in May until the Annual Town Meeting is adjourned. The Trustees' Packet included correspondence announcing this town meeting. The Annual Town Meeting is scheduled after the Special.

OLD BUSINESS

Update on Library
Building, Equipment,
and Furnishings

Ms. Canelli said that at one of the first Town Department Heads meetings with Town Manager Tony Mazzucco, she learned that he will require every department to use the Detailed Budget Expenditures document in the Town Budget Books to explain any budget increases or decreases. This should decrease the amount of questions people will ask, as they will be referred to the document regarding many questions. Ms. Canelli will check to make sure that any budget increases and decreases match what was she sent in March along with a GFOA Summary of the department.

Utilities expenditures (report included in the Trustees' Report) are down from last year. Ms. Begg asked whether the use of LED light bulbs made a difference, and Ms. Canelli indicated that they did contribute to the

savings.

Ms. Canelli reported that the budget is on target. As of FY19, revolving funds will no longer be included in the Municipal Appropriation Requirement (MAR), and she expects these Revolving Funds to increase from \$24,000 to \$30,000, partly due to an increase in passport facility fees. Ms. Canelli announced that as of April 2, passport fees, which go into the revolving funds, increased to \$35. The Library scheduled a Passport Day for April 28, from 9:00 to 4:30 for walk-ins and appointments. All 5 passport agents will participate. The Library will not take passport photos.

Ms. Canelli drew attention to the Total Incidentals report, broken down by month, in the Trustees' Packet. There is a surplus in salaries/personnel due to the vacancies. She and Ms. Sampson are working on reconciling the materials budget as we approach the end of the fiscal year.

Self-checkout is now up and running in the Children's room.

Ms. Canelli reported that a frequent and well-regarded library patron passed away before Christmas. His family discovered a library book among his possessions and mailed it back, along with a note expressing his fondness of the library, and an inquiry regarding possible memorial donations.

The Friends book sale is scheduled for May 4-6, 2018. Mr. Hall asked when book donations would be accepted. Ms. Canelli answered that donations are accepted anytime, even the day of the book sale. Mr. Prince noted that it is preferable for donations to arrive in advance of the sale.

Norwood came in second place in the annual Bruins Pajama Drive, with a total of over 600 pajamas (500 donated by Mr. and Mrs. Hall). Norwood was second to Bourne, which collected over 2000, due to its partnership with Mass Maritime Academy. Mr. Mazzucco expressed interested in exploring a corporate partnership next year with a business such as Ernie Boch.

Ms. Sampson and Patty Bailey each submitted proposals for panel discussions at the New England Library Association (NELA) conference in October. Ms. Bailey proposed a panel discussion on town 101 programs with the Wakefield and Wilmington Libraries, and Ms. Sampson proposed a panel discussion on Book Club Kits with the Darien, CT and Belmont, MA Libraries.

Ms. Cummings said that she was pleased to learn in the Departmental Reports that the Library will circulate blocking mats for knitting and crocheting. The Library also now has a film to digital converter in circulation.

Noise in the Library/Teen Behavior There were no significant problems with noise and teen behavior in March.

REPORTS

Personnel Report Only one of 13 applications was promising for the Senior Circulation Assistant/Marketing and Media Assistant position. Ms. Canelli made an offer to the applicant by phone, as he was perfectly suited for the job and brought excellent samples of his work to the interview. She learned that he was awaiting another offer elsewhere for a significantly higher paying option, and said that he should hear back at the beginning of the week. Michelle Pizzi wrote to the candidate conveying how wonderful the Library Director, staff, and the town are. Ms. Canelli re-posted the advertisement. Mr. Hall asked whether the offer was rescinded, and Ms. Canelli clarified that she made an offer by phone, but the candidate was not sent an official offer letter. The offer has not been rescinded.

Allison Palmgren hired Allison Smith for the Technology Assistant position, and she will start soon.

Friends of the Library The Friends book sale is scheduled for May 4-6, 2018.

Programming Report The Trustees' Packet included a summary of the Norwood 101 program. Ms. Pipes asked whether there was a problem with not enough people registering for Norwood 101. Ms. Cummings said that about 40 people signed up, and 35 showed up without registering. Many registrants signed up closer to the event, and on the day of the event. Ms. Cummings expressed that staff did an excellent organizational job, and Ms. Canelli said that Ms. Cummings did an excellent job welcoming attendees again this year. Kim Weineck, Downtown Norwood Manager, reported back that she was very pleased with the event and the opportunity to meet representatives of other organizations as well as new residents.

The Literary Luncheon is scheduled for June 7. Contact Nancy Ling with any questions.

NEW BUSINESS

Date of June Meeting The Trustees present agreed to move the June BOLT meeting to June 5 so that Mr. Prince will be able to attend.

Recording Secretary Amy Chandler-Nelson resigned as Recording Secretary, due to not wanting to be filmed, and having concerns over the amount of corrections being made to minutes. Ms. Canelli told her that she did not have to be in range of the camera. Ms. Begg noted complete satisfaction with Ms. Chandler-Nelson's service as Recording Secretary, and suggested that the Trustees send her a gift as an expression of gratitude.

The Board must find a new Recording Secretary, and it should be someone not employed by the Town. Ms. Canelli has reached out to Russ McGuire of the Airport Commission to inquire about their Recording Secretary. Mr. Prince suggested that the Town may be in violation of state law if Boards use town employees as Recording Secretaries. Some departments still use town employees who receive stipends. Mr. Hall suggested the name of someone who had served in this role for the 1-1/2% Committee. Ms. Canelli stated that she will reach out to the Directors at Westwood and other local libraries to ask about their Recording Secretaries, although some Boards have a Trustee keep minutes. Ms. Canelli works with the Secretary and edits the minutes.

Ms. Chandler-Nelson served as Recording Secretary since fall, 2014. The Trustees present discussed options for a gift. Ms. Canelli agreed to circulate options from Eglomise Designs such as boxes. Ms. Cummings suggested a pen set as another option. The Library Endowment will pay for this.

Mr. Price asked whether Ms. Canelli could circulate minutes farther in advance of meetings in order to make minor corrections such as typographical errors prior to meeting. She agreed to do this.

Recalculation of MAR The memo from the MBLC regarding the recalculation of the Municipal Appropriation Requirement (included in the Trustees' Packet) shows a new calculation figure for the FY2019 MAR of 1,737,895, without the revolving fund which is no longer be calculated into the MAR.

Ms. Canelli said that she has not received an official letter about it, but technology used by patrons (monitors, mice, etc.) can now be included in the materials expenditure. Mr. Prince asked whether this would be retroactive and Ms. Canelli said no. It begins in FY19. Non-traditional materials such as knitting equipment and circulating equipment including the Trustees' iPads are also included, as they have been in the past.

**SEARCH
WARRANTS** There were no Search Warrants.

**MISCELLANEOUS
ADVISORIES** There were no Miscellaneous Advisories.

The next meeting is scheduled for May 8, 2018, at 7:30 p.m.

STAFF/PUBLIC REMARKS
Ms. McCusker shared a book recommendation.

TRUSTEES' REMARKS

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

At 8:46 p.m., a motion was made/seconded (Pipes/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 that reads "Lydia Sampson". The signature is written in black ink and is positioned between the phrase "Respectfully submitted," and the printed name "Lydia Sampson".

Lydia Sampson
Recording Secretary