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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 June 5, 2018

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

Director: Charlotte Canelli

Staff representative present: Irene Gotovich

Recording Secretary: Marsha Johnson

Ms. Begg called the meeting to order at 7:31 p.m.

**MINUTES**

A motion was made/seconded (Prince/Pipes) to approve the Consent Agenda items, including the May 8, 2018 minutes of the open session meeting; the Financial Report; and the Director's Report.

All voted to approve the minutes with the correction on page 3, section (b).

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

There were no questions regarding the Financial Report

**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

**WARRANT**

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

**CORRESPONDENCE**

There is no correspondence.

**OLD BUSINESS**

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

Special Town Meeting was effortless. There were no questions.

(b) FY19 Revolving Fund Authorization\*

This was a handout at Town Meeting. Revolving Funds for all Town departments are now in one article. It was approved.

(c) Update: HVAC Update Walpole Street

The second week of July this will be done. The library will be closed until 11:00 because there are cranes on Walpole Street lifting the units up and taking the units down. The Town is taking care of notifying neighbors.

(d) Update: Capital Outlay Chillers (Air Temps Invoices Report\*)

This was approved with no questions at Town Meeting. Ms. Canelli prepared the invoice report. The Town will handle it all. The chillers are being replaced. It is not known if the library will need to be closed when the work is done. Ms. Cummings wanted to know if rusty windows would be replaced in the basement. They will not be replaced until the next fiscal year.

(e) Update: Municipal Relief Transfer Request\*

Ms. Canelli asked about this. She was informed it had to be an article on the Town Meeting warrant. Ms. Canelli went to the Town Manager and said the library is out of money for building repairs with a salary surplus. She would like to transfer the money. Mr. Mazzucco said he would speak to Town Counsel and asked that she prepare a request for the Board of Selectmen's meeting.

(f) Noise in the Library/Teen Behavior

A teenager was upset because someone posted on Snapchat. April and Kate Sheehan did a nice job speaking to the mother, who followed up with the high school. It was a bullying incident.

## REPORTS

(a) Personnel Report and search Outreach/Literacy Librarian

- (i) Circulation/Marketing & Media Assistant. The job was offered to three candidates. Each one was not interested. Ms. Canelli spoke to Carla, and she agreed. It is a win/win for the library and Carla as well. She is already working on projects.
- (ii) Search Outreach/Literacy Librarian  
The job market is good for the job seekers. Librarians are now negotiating salaries. Four people were interviewed. The job was offered to one person, who then gave a list of days she needed off for the summer. It was decided to work with another candidate.
- (iii) Search Children's Librarian Department Head (Retirement of Jean Todesca)  
Posting went out on MBLS. It will also be going on the town website. There is also an internal candidate. Jean did not know she had 18 vacation days for a buyout. The resumes go through [jobs@norwood.ma.gov](mailto:jobs@norwood.ma.gov). They are uploaded into a folder on the server. Ms. Canelli can download them from there.

(b) Friends of the Library

June 14<sup>th</sup> is the annual meeting. Sam Ducharme is the speaker and he will be talking about hiking the Appalachian Trail. Mr. Hall asked about how the officers look for the coming year. Dan will be coming back as president. There is still not a vice president. Ms. Henry will be up for Treasurer. Secretary will be Vicki Andralenis. Helen Wyche continues to handle the book sale.

Peggy Thorne, Martha Colamaria are Members at Large. Ms. Canelli would like to have an event to get people to join the Friends of the Library.

(c) Programming Report

Liz and April talked about their programs. They are working with Patty Fanning on the 100<sup>th</sup> anniversary of the flu epidemic. There will be a flu clinic. There will be a movie as well. There will also be a tour of the Highland Cemetery which is where many of the people who perished are buried. This will be in late October. Ms. Henry was happy that gentleman who came in on May 21<sup>st</sup> was able to come back three nights later to do the presentation again because of its popularity. He was the valedictorian of Norwood High School in 1969. There was discussion of the 150<sup>th</sup> anniversary of the Town of Norwood. Sesquicentennial is 150 years. There was talk about the need to put together a committee. Charlotte will talk to Tom Maloney to get key people together. It will take a couple of years of planning to put it together.

NEW BUSINESS

(a) Reorganization of the Board/Committee Assignments

(i) Election: Chair and Vice Chair

Mr. Hall nominated Mr. Prince for Chair and Ms. Cummings seconded. Mr. Prince declined the nomination. His term will expire in April, and the Chair continues until June. Mr. Prince indicated that he will not run for another term as trustee; his term ends in March and it would not be fair to abandon the role as Chair. Mr. Prince feels it is time for fresh faces and new voices. Ms. Pipes also indicated she will not be running again. There are months to plan to fill the spots. Mr. Hall would like Ms. Begg to fill one of the two top spots. A motion was made/seconded (Prince/Hall) that Ms. Begg continue as Chair. Ms. Begg is willing to serve the Board. Ms. Begg did not anticipate this turn of events. A roll call vote was made. All in favor. A motion was made/seconded (Cummings/Henry) that Mr. Hall serve as Vice Chair and be slated to move into the Chair position the following year. A roll call vote was made. All in favor.

(ii) Appointments: Personnel, Budget, Special, and Liaison to the Friends.

The Chair discussed with the membership where they would like to serve. The following appointments were made: Ms. Henry will continue as the Liaison to the Friends. Mr. Hall and Ms. Pipes will serve with the Budget Committee. Ms. Cummings and Ms. Henry will serve with the Personnel committee. Mr. Prince and Ms. Begg will serve on the Special Committee.

(b) Sastavickas Scholarship Award\*

Dina Delic was chosen out of three candidates. She has finished her undergraduate degree and is going on to Simmons for her degree in library science. She was a volunteer in the children's department. This scholarship was meant to go staff, someone who was pursuing library science. A motion was made/seconded (Prince/Hall) to approve awarding the Sastavickas Scholarship to Dina Delic. All voted to approve the awarding of the scholarship. There was a discussion about past winners. Ms. Canelli encourages the winners to keep in contact with the library.

(c) Copier Contract

Joe Ryan with Copy Data has been supplying copiers for many years. It cost nothing to have copiers in the library and free copies for staff. As of July 1<sup>st</sup> there will be a lease for three new,

up-to-date machines. He will supply all the service, paper and toner, and free copies on the literacy floor. Two copiers will be online. Patrons will be able to scan for free to their email. Black and white copies will be 20 cents and color will be 30 cents. Fax will be \$1/page. There is a lease. Mr. Ryan guarantees that the money that the library will net from the machines is going to cover the lease, and possibly give the library more income. Patrons should need less help with the new machines. If the library needs help counting the money, Mr. Ryan will take a 10% fee.

#### SEARCH WARRANTS

There were no Search Warrants.

#### MISCELLANEOUS ADVISORES

Someone dumped a couch by the dumpster. DPW will be by to pick it up.

**The next meeting is scheduled for September 11, 2018  
Norwood Day – September 8, 2018**

#### STAFF/PUBLIC REMARKS

Ms. Gotovich 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/Pipes) 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