



Library Board of Trustees

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

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Charlotte L. Canelli, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes November 13, 2018**

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

Director: Charlotte Canelli

Staff representative present: Nancy Ling

Recording Secretary: Marsha Johnson

Ms. Begg called the meeting to order at 7:30 p.m.

MINUTES

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

FINANCIAL REPORT: *Current FY19 Budget Status, FY19 Special Funds Report, FY19 Current Revolving Fund Report*

Mr. Prince inquired about being ahead of the curve in spending for office supplies and utilities. He is questioning whether this is something they should be worrying about long-term. Ms. Canelli explained they are trying to spend now from office supplies, which is from the municipally-appropriated budget and then we will spend from the Revolving Fund towards the end of the year. Ms. Canelli also stated that it could be with the changes in rates that utilities may be higher this year. It was budgeted for what was spent last year. Electricity was the highest and that would be July, August and September because of the air conditioning season. Ms. Canelli will look at it again in January.

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

Ms. Canelli discussed the NELA conference reports. Patty and Lydia's programs were very well received. Mr. Hall discussed the children's department report on the NELA presentation on The Missing Piece – re: reading levels in children's collections. Nicole pointed out that there is no standardization on easy reading. This supports the philosophy that our librarians select books, not just take the publisher's recommendation. Mr. Hall also discussed Our Town 101, and would like to explore possible linkage between the similar programs that the Town Meeting has and realtors have. Mr. Hall also discussed plans for Norwood 150 year anniversary. The Library would like to start Norwood history bites early. An interactive town history project would have

an opportunity to have so many more contact points if it comes online and connected to the main theme. Library staff will get involved as they can. They are looking into digitizing the residents lists going back to 1872. It's a great way to research who lived in each house over the years.

WARRANT

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

CORRESPONDENCE

1. MBLC Announcement – State Aid Awards. The certificate is framed in the office. There is a letter from the MBLC stating the first half of the award is over \$17,000. Mr. Hall was questioning the formula. Ms. Canelli explained the formula (see further explanation by Ms Canelli in December's packet.)

OLD BUSINESS

(a) Update: Capital Outlay Chillers

The project is moving forward. The engineering firm is putting together a bid. Something should be in place by May.

(b) Update: Town-Wide Facilities

Ms. Canelli has been submitting all the reports that are needed. They are hoping to move forward. Everything is on the timeline.

(c) Children's Library Card Registration.

A motion was made and seconded (Prince/Hall) to accept the requested change to the multiple cardholder policy for children.

Mr. Hall: Yes

Ms. Cummings: Yes

Mr. Prince: Aye

Ms. Pipes: Yes

Ms. Henry: Yes

Ms. Begg: Yes

Ms. Canelli said they will incorporate the wording into the policy and have it amended with the amendment date.

(d) Noise in the Library/Teen Behavior

Teen behavior is stable at this time.

REPORTS

(a) Personnel Report

Casey Argyrou and Brian DeFelice, both hired in October, have hit the ground running. Brian has already solved many technology problems. Abbey Walsh has been hired for a part-time reference/children's substitute.

(b) Friends of the Library

Ms. Henry discussed the recent book sale which raised just a little under \$1,100. The library raises about \$230/month on the sale of books in the lobby. Better World Books is also selling

the library's discarded book and that should increase in the future. Margo Sullivan has decided not to do Beach or Fireside Reads any longer. Patty Bailey will be doing a televised, something called Book Buzz, inviting people to discuss their five favorite books. It will be in the spring and fall. The next Friends of the Library Meeting will be November 14th at 7:30 at the Norwood Space Center. Wednesday, December 5th, Cathy Ripley Green, a medium, will be at the Library.

(c) Programming Report – Everyone looked through the report. Everyone is doing a great job.

NEW BUSINESS

Ms. Canelli would like to speak to everyone about a possible reclassification of personnel in the Library of a union position. A motion was made/seconded (Hall/Pipes) and approved unanimously to move this item into Executive Session following the meeting to return to open session for the purposes for adjournment.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

There were no miscellaneous advisories.

The next Board meeting will occur on Tuesday, December 11, 2018

STAFF/PUBLIC REMARKS

Ms. Canelli announced that Ms. Ling's two latest books (a picture book, *The Yin-Yang Sisters and the Dragon Frightful* and *Family Celebrations: Poems, Toasts, and Traditions for Every Occasion* were published in September and October.

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.

At 8:05 p.m., a motion was made/seconded (Prince/Hall) and approved unanimously to enter into Executive Session, to return to open session for the purposes for adjournment.

At 8:47 p.m., a motion was made/seconded (Hall/Cummings) and approved unanimously to conclude the public meeting.

Respectfully submitted,



Marsha Johnson
Recording Secretary