



Library Board of Trustees

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

www.norwoodLibrary.org

Charlotte L. Canelli, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the December 11, 2018 Meeting**

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

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

MINUTES

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items, including the November 13, 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(Expanded); Current FY 19 Special Funds Report and FY 19 Special Funds Compilation; Current FY 19 Revolving Fund Status; Current FY 19 Incidentals Report (Expanded)

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

Regarding the Technology Report, Mr. Prince had questions about the new displays and whether they were owned by the library or the town IT department. Mr. DeFelice indicated that the library owns them, they are more functional than the old ones, and this would save money and staff time in the long run.

Regarding the Departmental Report, page 18 of the packet, one-on-one monthly performance coaching meetings scheduled for all department heads and department staff the first and second weeks of November and for third week of December. Charlotte indicated that December's meetings needed to be later in the month due to the busy schedules of all staff.

WELCOME AND INVITATION TO SPEAK

- (a) Mr. Paul Pazniokas came in to speak on behalf of his family that has decided that they wanted to memorialize their mother, Nella Pazniokas, with a naming opportunity. Nella was a loyal patron of the Library. They would like to honor her with a memorial that is useful to the Library and the community. The family is anxious to finalize a donation of approximately \$10,000. Mr. Prince thanked Mr. Pazniokas and the family. Ms. Canelli and Mr. Pazniokas had been discussing bringing the kitchen up to code for programming. Mr.

Pazniokas asked if there were other ongoing projects that could use the funding. He is making a film about growing up in the '50s in Norwood and found that Newspaper clippings were not digitized and perhaps a digitization project could be something to they could use the money for. Ms. Canelli and Mr. Pazniokas will form a committee to see what would be best.

- (b) Brian DeFelice was introduced to the Board and discussed some IT projects, one is evaluating the time management and print management systems. Currently if people want to print, the staff has to handle cash. Mr. DeFelice is looking for ways to streamline the process. He will continue to research different companies. This is Mr. DeFelice's first task, and he is doing a great job.

WARRANT

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

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

- (a) Update: Capital Outlay Projects

The rear chillers should be ready in May. Ms. Canelli has stressed that the project be completed on time. The Town asked for capital projects for the next three years. The first project in FY20 is tagging all items with RFID tags. A second project in FY21 would be converting all fixtures in the Library to LED lighting. Half have already been converted. In FY22, the entire Library should be painted as it will have been 20 years since the renovation.

Additionally, Jim has been working with both the electrician and Mid-Mass Renovation to install new heating cables up on the tiled roof. When it's cold and icy all leaking into Technical Services should end. It was an expensive project but had to be done because the ceiling in Technical Services was threatening to fall in.

- (b) Circulation Policy Final.

The policy was approved, and the final copy is in the packet.

- (c) Noise in the Library/Teen Behavior

Teen behavior is stable at this time.

REPORTS

- (a) Personnel Report

The Library is fully staffed again with seven permanent (union and administrative) positions vacated and filled since December 2017.

- (b) Friends of the Library

Ms. Henry is not present to report. Ms. Canelli reported that membership forms are going out in the light bill. Membership is coming in quickly.

- (c) Programming Report

Nothing to report, other than the Library is a popular place in the town with terrific programming.

NEW BUSINESS

- (a) FY20 Budget Changes: Ms. Canelli reported that the Town has consolidated some line items and accounts. All building maintenance and service contracts are now in Incidentals. Previous line items for professional and full-time salaries will be combined in one line. With the possibility of a Town-Wide Maintenance Department, maintenance, building expenses, and custodial costs may be removed from the Library budget in FY21 and added to the town-wide building maintenance accounts. Eyewear was removed from the Library's budget and added to the HR budget with all other eyewear amounts. Town Manager, Tony Mazzucco discussed all budget cuts within the general government's budget and the Library's budget was left untouched.
- (b) Thanksgiving Eve Hours: The Library is not busy between 5 and 6 the night before Thanksgiving and the Library is currently scheduled to be open until 6. It has been suggested changing the scheduled hours to 9-5. A motion was made/seconded (Hall/Pipes) to change the Thanksgiving Eve hours to 9-5. All voted in favor.
- (c) Challenge to Library Materials: There was a complaint from a patron regarding a child's book, *Skippyjon Jones* by Judy Schachner. Ms. Canelli is waiting for direction before responding to the patron. The book was highly reviewed back in 2003 when it was written. Mr. Hall believes that the policy dictates how this should be handled. It is not the job of the board to censor materials. It has not been used in story time at the Library. Mr. Prince will work with Ms. Canelli on responding to the patron. The book will not be taken from the collection. The Board is taking the comments seriously and will encourage the librarians to maintain a balance.
- (d) FY20 Action Plan: The Action Plan was briefly discussed. Ms. Canelli will provide periodic updates on the plan mid-year. The FY20 Action Plan includes Three objectives and three actions that address adding study room or study area space in the Library. (***Annually evaluate and plan for future space and use needs, and explore the possibilities of a Planning and Design Grant for future renovation/expansion or reallocation of space; Continue to provide the community with quiet study and reading space within the library; Seek adequate funding for increased programming, including early literacy.***) Discussion was had regarding this idea of adding small study rooms on the mezzanine level. There is limited space, so the rooms would be small, with a limit of two rooms. The Action Plan starts in July of 2019. This may be a suggestion to give Mr. Pazniokas regarding his donation.
- (e) Massachusetts Library Trustees Association: Mr. Hall and Ms. Cummings attended the meeting of the Massachusetts Library Trustees Association. They have a modest budget and struggling with people to fill the officer positions as well as board positions. A discussion was had regarding with the Norwood Board of Library Trustees would like to support this group. Ms. Cummings will write a report to present at the next meeting of the Board of Trustees.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

There were no miscellaneous advisories.

The next Board meeting will occur on Tuesday, January 8, 2019

STAFF/PUBLIC REMARKS

There were none.

TRUSTEES' REMARKS

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

Regarding the election in April to replace Mr. Prince and Ms. Pipes, all trustees are asked to reach out to find people within the community willing and able to become members of the Board of Library Trustees.

At 8:58 p.m., a motion was made/seconded (Pipes/Prince) 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 black ink that reads "Marsha Johnson". The signature is written in a cursive, flowing style.

Marsha Johnson
Recording Secretary