



Morrill Memorial Library

[www.norwoodlibrary.org](http://www.norwoodlibrary.org)

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 October 9, 2018**

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

Director: Charlotte Canelli

Staff representative present: Ms. Carla Howard

Recording Secretary: Marsha Johnson

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

**Invitation to Speak**

David Hajjar – Finance Commission, Town-wide Facilities Management Committee.

Mr. Hajjar made a presentation to the Trustees regarding implementing a town-wide facilities management department. Mr. Hajjar explained all handouts given to the Trustees. Ms. Canelli is the library's representative. She will keep the Board updated. Mr. Hajjar will be back again to address the Board. The goal is to make final recommendations by the end of the year and start July 1.

**MINUTES**

A motion was made/seconded (Prince/Hall) to approve the Consent Agenda items, including the September 11, 2018 minutes of the open session meeting; the Financial Report; and the Director's Report.

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

Mr. Prince inquired about overspending on P1835 Part-Time Custodians and P1839 Computer Software expenditures and was concerned about that having an impact on the budget. Ms. Canelli explained that the custodians usually take most of their vacation time in July and August. This year, specifically, part-time custodian usage has been very high due to time off by the junior custodian. That will be offset in P1838 Custodians. Computer software includes subscriptions that are paid in advance in July of each year. This similar to the P2543 Minuteman line item that pays the assessment for network services in July.

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

There was a discussion regarding adequately compensating library staff to become a notary and/or passport agent.

Discussion was also held regarding Jean Todesca's letter regarding rehiring retirees for part-time positions.

WARRANT

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

CORRESPONDENCE

1. Correspondence received from Thomas McQuaid, 2020 Budget Requests; Invitation to collaborate. Mr. Prince will work with Ms. Canelli on this.
2. Notice of Endowment – A patron expressed an interest in leaving money to the library at a later time to be used in the best interest of the library and, upon recommendation from her attorney, sent a note confirming her wishes to the Board.

OLD BUSINESS

- (a) Update: Capital Outlay Chillers  
New rear chillers should be installed and ready in May.
- (b) Update: Town-Wide Facilities (see above under Invitation to Speak, David Hajjar)
- (c) Children’s Library Card Registration. New wording revising the eligible cardholder policy. A motion was made and seconded (Prince/Hall) to accept the proposed policy language changes with slight comma change. A roll call vote was made, all approved. Upon the second reading of the policy, and a vote by the Board, the policy will be approved.
- (d) Noise in the Library/Teen Behavior  
Teen behavior is stable at this time.

REPORTS

- (a) Personnel Report
  - (a) Administrative Assistant - Casey Argyrou has been hired.
  - (b) Technology/Information Services Librarian - Brian DeFelice has been hired.
  - (c) Request for Committee meetings – The finance committee will meet with Ms. Canelli. Ms. Canelli also needs to meet with personnel.
- (b) Friends of the Library  
The last meeting was held at the Norwood Space Center, and there is a possibility of having a fundraising event there. The November meeting is also being held at the Space Center. The Book sale is October 26th, 27th and 28<sup>th</sup>. The library raises about \$230/month on the sale of books in the lobby. Kathy Ripley Green will be having an event at the library on December 5<sup>th</sup>.
- (c) Programming Report
  - (a) Community Languages Grant was wrapped up.
  - (b) A Century Later Programs: Cemetery tour and flu clinic. There was a great book discussion at the Day House.

NEW BUSINESS

Massachusetts Library Trustees Association Annual Meeting and Program November 12, 2018, Shrewsbury Public Library. John Hall will be attending.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORES

Grace Episcopal Church has a Christmas tree and ornament sale every year and donates the proceeds. This year the proceeds will go to the literacy department.

**Harvest dinner - November 3, 2018**

**The next Board meeting will occur on Tuesday, November 13, 2018**

STAFF/PUBLIC REMARKS

There were none.

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 9:04 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,

A handwritten signature in black ink that reads "Marsha Johnson". The signature is written in a cursive, flowing style.

Marsha Johnson  
Recording Secretary