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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 September 11, 2018**

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

**Director:** Charlotte Canelli

**Staff representative present:** Kirstie David

**Recording Secretary:** Kate Tigue

Ms. Begg called meeting to order at 7:30 PM.

1. John Hall requested introductions as this is the first televised Board meeting that has been recorded by and broadcast on Norwood Community Media.
2. A motion was made/seconded (Prince/Pipes) to approve Consent Agenda items, including the June 5, 2018 minutes; the Financial Report and the Director's Report. All approved the minutes.

**FINANCIAL REPORT:** Current FY19 Status, Finalized FY18 Budget Summary, FY19 Special Funds Report.

Ms. Canelli noted she is preparing the FY20 budget for the town. There were no questions regarding the financial report.

**DIRECTOR'S REPORT:** Director's Activities Report, Facilities Update, ARIS Statistics, Technology Report, Departmental Reports

There were no questions regarding the Director's Reports.

**WARRANT:**

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

**CORRESPONDENCE:**

1. Correspondence received from David Hajjar of the Facilities Management Committee regarding the possibility of consolidating some of the building management responsibilities in a town-wide effort.
2. Andy Howard has sent a letter with a donation to the Library's Gift Fund.
3. Jean Todesca, the Library's retired Head of Youth Services, sent Board a letter requesting a change to the Board's current guideline on NOT rehiring retirees for part-time positions. The Board will maintain this guideline due to budgetary and municipal retirement restrictions on income.

**OLD BUSINESS:**

1. HVAC Update: The HVAC unit installation in August 2018 was successful. There will be several more visits to finish minor details related to the installation.
2. Capital outlay Chillers Update: Design for the project has begun. The scope of project includes removing the current unit, removing the fence and superstructure, and replacing current unit with a quieter, more efficient one.
3. Town-Wide Facilities Update: Town Manager Tony Mazzucco has requested that the Facilities Management Committee further explore the option of consolidating some of the building maintenance responsibilities in a town-wide effort. A previous iteration of this committee explored a similar idea but did not move forward with it. Ms. Canelli believes the committee will be moving beyond the exploration phase this time around.
4. Teen Noise/Behavior Update: Teen behavior in the library seems manageable and stable at this time. Members discussed how Norwood student Chromebook usage may increase traffic in the library and an update to the library's wi-fi networks may be required. Mr. Kerr Prince suggested the new technology librarian explore boosting the current networks' capabilities and reach.

**PERSONNEL REPORT:** New Positions Update

The library is currently searching for a new Administrative Assistant and Technology Librarian. Ms. Canelli interviewed candidates for the Administrative Assistant position and hopes to extend an offer to someone by the end of the week. Ms. Canelli is currently reviewing and interviewing candidates for the Technology Librarian position. She hopes to fill both positions by October.

**FRIENDS OF THE LIBRARY:**

1. Norwood Day - Successful, \$217 earned from memberships and sales.
2. Board met on September 9, 2018 at Ms. Canelli's Norwood home.
3. The bi-annual FOL book sale will be held at the library on October 26th, 27th, and 28th.
4. New membership forms will go out in Norwood Municipal Light bill in December 2018.
5. The Friends are currently looking for space outside library to meet. Possible sites include the Space Center in Norwood.

**PROGRAMMING REPORT:**

1. *Turn the Page Book Club* Staffing Change. Patty Bailey will be leading the group with other librarians taking turns as guest presenters.
2. *A Century Later: Norwood's Experience in the Great Flu Epidemic of 1918* programs will be held in October in partnership with the Norwood Historical Society and are funded by a Mass. Humanities Grant.

**NEW BUSINESS:**

1. Pazniokas Memorial Donation: Mr. Paul Pazniokas, son of long-time patron Nella Pazniokas, has proposed a donation to the library in his mother's memory. Ms. Canelli has suggested a Simoni Room kitchen upgrade as the project to be funded by the donation. The Board has directed Ms. Canelli to continue looking into the project with the Health Department.
2. Children's Library Card Policy: Kate Tigue, Head of Youth Services, has requested a change in the library card policy that would eliminate the recommended age as 5 and ability to write for children to receive a card. The Board has asked Ms. Tigue to come up with revised language for a new library card policy for children for the October meeting.
3. 150th Celebration of Norwood: This celebration will occur in 2022. Ms. Canelli is in the planning phases with Mr. Bernie Cooper to outline the Library's participation in this year-

- long celebration. Ms. Canelli is also exploring an opportunity with NCM to record the stories and memories of Norwood citizens with the library's assistance.
4. Monahan Fund - \$1500 to spend on two invoices related to tutor-trainings was passed. (Kerr-Prince/Hall)
  5. Facilities Manager Phone Upgrade Funding: Ms. Canelli has asked Mr. McQuaid, ToN CFO, if the town will pay for the upgrade to Facilities Manager Mr. James Croak's phone so he can access the library security cameras app. The amount is unknown but Mr. McQuaid said the town will approve it if the funds come from the library's state aid. A further discussion of phone ownership if Mr. Croak is no longer employed by the library will continue. Mr. Hall moved the amount of \$1000 may be spent on the upgrade (Hall/Cummings). Board unanimously passes the motion and directs Ms. Canelli to explore this further.

**SEARCH WARRANTS:**

There were no search warrants presented at this time.

**MISCELLANEOUS ADVISORIES:**

ARIS (Annual Report Information Survey): Ms. Canelli has noted to the Board that the state report is increasingly concerned with library facility security and patron safety. The report was submitted before the deadline in August. Ms. Canelli and Ms. Sampson completed the report required by the MBLC for certification.

**STAFF/PUBLIC REMARKS:**

Ms. Begg, Ms. Cummings, Mr. Hall, Ms. Henry, Ms. Pipes, and Mr. Prince gave a brief overview of the books they are reading. Those Book Notes, including a recommendation from Ms. Tigue, Ms. David and Ms. Canelli, can be found attached with titles, authors and book covers. Mr. Prince added that the Norwood Historical Society will meet in October 22nd and will have Allison Hepler speak on McCarthyism and Mary Knolls' firing from the Morrill Memorial Library due to her refusal to take a loyalty oath.

**The next Board meeting will occur on Tuesday, October 9, 2018.**

At 8:30 a motion was made/seconded (Prince/Hall) and approved unanimously to conclude the public meeting. All the left the room as there was no executive session to follow.

Respectfully submitted,

*Kate Tigue*

Kate Tigue  
Recording Secretary