



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 of the January 08, 2019 Meeting**

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

Director: Charlotte Canelli

Staff representative present: Kate Sheehan

Recording Secretary: Casey Argyrou

Ms. Begg called the meeting to order at 7:40 p.m.

MINUTES

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items, including the December 11, 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 Facilities Report, Mr. Prince had questions about the OSHA Program Mr. Croak attended at the Wellesley Free Library, specifically regarding the use of Narcan in the library as a treatment of suspected opioid overdose and what other measures we might take to act as first responders in a medical emergency at the library. Ms. Canelli reported that she has had discussions with the Norwood Police Chief about whether or not it would be beneficial to have a defibrillator or Narcan in the Library. He agreed that in certain situations, the fire department or EMTs may be able to respond faster than it would take for a trained library staff member to get to a defibrillator; however, Narcan requires very little training to use and can easily be kept on all floors of the library, which would make it quick and easy to use in an emergency. Ms. Canelli also reported that there will be a push from Town Hall soon for town wide CPR training, which should also increase our preparedness in an emergency.

WELCOME AND INVITATION TO SPEAK

(a) There was correspondence by Mr. Prince to a patron who had recently contacted the Library regarding the Skippyjon Jones book series and its reportedly racially insensitive caricatures. It was

agreed that the book should remain on shelves but would not be used in Children's Room story times.

- (b) A \$5,000 donation from Frank R and Elizabeth Simoni Foundation was made into the Monahan Fund. Mr. Plumer, Ms. Begg, and Ms. Logan from the Literacy Department all wrote thank you notes for the donation.

OLD BUSINESS

- (a) In regard to Capital Projects, a pre-bid meeting will be held at the Library Wednesday January 9, 2019. Jim Croak, Cathy Carney, and various engineers will be attending to place bids on the new chiller. The chiller is expected to be done by May, with deconstruction of the old unit to begin soon. The Library has also recently replaced windows on the 1st floor and replaced sections of wall that had been water damaged. This was done with money from Municipal Relief.
- (b) In regard to Library/Teen Behavior, Charlotte will be attending an ALA conference at the end of January and will be looking into options for study pods, which should help to alleviate the issue of teen noise in study areas.

REPORTS

- (a) A motion was made to discuss aspects of the Personnel Report in Executive Session at the end of the meeting. Ms Canelli then reported that there were no current staff vacancies, and no one had voiced intent to retire or leave. She explained that so many new members of staff are experience many of our activities for the first time (PJ Fundraiser, for example.) On that subject, Ms. Cummings asked if we could possibly reach out to local businesses to ask for donations for the Pajama Program. Costco and BJ's, Analog Devices, The Norwood High School, Brenner's Children Shop, and businesses along the Auto Mile were all suggested.
- (b) The Friends of the Library are receiving an influx of membership dues and donations thanks to the request put into the Town of Norwood Light bills. Ms. Henry reported that the next membership meeting is January 16th at 7:30 at Napper Tandy's in Norwood. Ms. Henry also handed in checks today to the Library's Administrative Assistant for Adult and Children's Programming Supplies. Mr. Hall suggested the possibility of adding a higher valued, premium membership to the Friends. Ms. Canelli said that was a possibility, and they could possibly send a full page appeal in the light bill rather than a 1/3 sheet, so that more information about membership options could be explained.
- (c) Mr. Hall expressed appreciation that programming is such an ongoing strength and focus of the Library. Ms. Canelli also noted the increase in varied programming, such as the recent Adult Services Programs with Together Yes which have been widely well received.

NEW BUSINESS

- (a) Mr. Hall wanted to follow up on Ms. Canelli's recent email regarding the Library's assistance with the upcoming Census, and Mr. Prince's recent email regarding the Library's role in helping homelessness. Ms. Canelli reported that the Library did assist with the last census, but this year there will be a new option for residents to report online rather than by mail. Mr. Hall brought up a controversy regarding census reporting being used to flag non-citizen immigrants. He hoped this was not the case.
- (b) In regard to Mr. Prince's email, Ms. Canelli talked about how many libraries staff social workers to assist with issues of homelessness, mental disability, and marginalized populations. She does not consider it an option for our Library but instead focuses many of the staff's Professional Development

on these issues. She recommended everyone see *The Public*, which is a movie on the subject, due for release in April.

- (c) Ms. Cummings and Mr. Hall recently attended a Trustees Meeting where there was much discussion around Library security and de-escalation strategies. Ms. Cummings made a strong appeal for the Library to close for a full or half day for staff to receive training on these subjects. Ms. Canelli agreed that this would be good, especially for new employees. She suggested doing this on a Friday morning and keeping the Library closed until noon. The Fire Department and Police Chief would be invited to provide information. Additional training could also be done online. Ms. Begg suggested we wait until April for this, so that students would be less affected by the closing. Ms. Canelli also highlighted some of the measures that have already been put into place to secure the building and staff, such as well labels entry and exits, doors locked with keypads, and good signage.
- (d) Ms. Cummings brought up the Board's registration with the Massachusetts Library Trustees Association. Ms. Canelli assured her that their registration would be renewed as soon as possible. There was some confusion as to whether or not paper brochures were still sent out from the MLTA or if all business was handled via email now. More information will most likely be available on the subject once the Board is fully registered for 2019.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

There were no miscellaneous advisories.

The next Board meeting will occur on Tuesday, February 12, 2019

STAFF/PUBLIC REMARKS

There were none.

TRUSTEES' REMARKS

All members of the board, along with Ms. Sheehan and Ms. Argyrou 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 8:30 p.m., a motion was made/seconded (Pipes/Prince) and approved unanimously to conclude the public meeting and begin Executive Session.

Respectfully submitted,



Casey Argyrou
Recording Secretary