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Charlotte L. Canelli, Library Director

Library Board of Trustees

*Sarah Begg, Chair
John Hall, Vice-Chair
Marguerite Cummings
Deborah Henry
Donna Montgomery
Leah O'Leary*

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the April 9, 2019 Meeting**

Trustees: Sarah Begg, Chair; John Hall, Vice-Chair; Marguerite Cummings; Donna Montgomery; Leah O'Leary; Deborah Henry
Director: Charlotte Canelli
Staff representative present: Anthony Cirillo
Recording Secretary: Casey Argyrou

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

Consent Agenda

- A. A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items, including the March 11, 2019 minutes of the open session meeting; the Financial Report, and the Director's Report. Ms. O'Leary asked for more information about what was included in the packet and how to view it digitally. Mr. Hall went through the items contained in the monthly packet, which is compiled in advance of the meeting by Ms. Canelli. Ms. Begg opened the table for discussion. Mr. Hall asked for an update on the Materials Expenditure Report, which was not included in this month's packet. Ms. Canelli assured that the Library is on track in its spending and that the Expenditure Report is tracked by Lydia Sampson and discussed regularly at monthly Department Head meetings. Ms. Canelli agreed to include it in the May packet. Ms. O'Leary voiced that she would abstain from voting as she did not feel that she had enough information to cast a vote. Ms. Begg explained that it can sometimes take a new Trustee a few years serving, observing and learning before they can fully understand all of the details of their role. Mr. Hall clarified that a vote to approve the Consent Agenda is only vote to approve the record keeping of things which have already happened; it is not an approval of an action yet to come. Ms. O'Leary said that she still wished to abstain. Ms. Montgomery asked if it was typical that the Trustees would receive the packet only a few days before each meeting. Ms. Canelli confirmed that to be true, explaining that each Department provides reports including data from the first of the month, which leaves very little time to compile the packet before the meeting the following week. Mr. Hall called attention to page 6 of the packet (Budget FY19), noting that at three quarters into the year the percentages spent in each of the three budget categories is roughly 75%, backing up Ms. Canelli's statement that the Library is on track in its spending. Ms. Canelli further clarified that although within each of the categories you may see some line items being over or under spent, it is the total of each category that matters. Ms. Cummings suggested that Ms. O'Leary and Ms. Montgomery would benefit from attending an Orientation Session for new Trustees which is offered through the Massachusetts Libraries Board of Library Commissioners. Ms. Cummings said she would provide them both with details of the course

offerings via email. Ms. Begg called for the vote in favor of approving the Consent Agenda. All voted to approve.

- B. 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)
- C. DIRECTOR'S REPORT: Director's Advocacy/Marketing Report; Facilities Update; Technology Report; Departmental Reports; News releases

WELCOME AND INVITATION TO SPEAK

The Board welcomed new members Leah O'Leary and Donna Montgomery. There were no other visitors.

PRESENTATION OF WARRANT FOR SIGNATURES

The warrant was presented and all Trustees signed.

CORRESPONDENCE

- (a) Thank you cards for Susan Pipes and Cashman Prince were circulated, thanking them for their time serving on the Board.
- (b) Ms. Canelli has received a letter notifying her that a State Aid award of roughly \$17K will be deposited into the Library account within the week. Ms. Canelli applies for this award in August every year – the application is due each October.

OLD BUSINESS

- (a) Ms. Canelli reported that the new chiller has been installed but is not active yet. The fence, which will surround the chiller on all four sides will be installed next and should help to reduce any noise caused by the chiller once turned on. The Library should have air conditioning by May. Ms. Canelli also reported that Tony Mazzucco will be presenting the Capital Outlay request for new LED lighting in the Library. The cost for this is an estimated \$60K. Ms. Canelli will be attending the meetings, and Trustees are urged to attend as well.
- (b) Noise and Teen Behavior in the Library remains stable.
- (c) Paul Pazniokas has decided to deny the proposed use of their donation for Library study pods. He would prefer the money be spent digitizing the photo and newspaper catalog at the Library. Ms. Canelli will be consulting with Patty Fanning and Mr. Pazniokas to best determine how to proceed with this task.

REPORTS

- (a) There has been no change to staffing since October. Ms. Canelli has met with the Union in regard to the proposed Assistant Director position, but she is awaiting response from the Town Counsel. Ms. Montgomery asked for clarification on this "new position." Ms. Begg explained that it is not really a new position but rather a filling of an unused title with a current employee. Mr. Hall explained that whoever holds the Assistant Director position would continue to act as a Department Head to their current department, though they would no longer be a union benefitted employee after the transition into the new role. Ms. Canelli expects that there will be more to report on the subject next month. Ms. Montgomery asked for more information about

- whether the Library has its own union. Ms. Canelli answered that the Library union is organized through AFSCME, and that there are two union stewards on staff. Ms. Montgomery asked what the term was for a union steward, and Mr. Cirillo confirmed that it can vary.
- (b) Ms. Henry reported that the next Friends of the Library meeting will be held at Napper Tandy's Wednesday, April 10th at 7:30pm. The next Library books sale is May 3-5.
 - (c) The Library's most recent program, Norwood 101 was a huge success. The Board recognized the tremendous efforts of Patty Bailey from Tech Services for coordinating the event. It is estimated that over 100 new residents attended, and 61 welcome bags were distributed. Mr. Hall reported that he received comments from Norwood's Downtown Manager praising the event and noting that people felt very welcomed. Ms. Cummings reported that many people showed up right at 6pm, which did cause some excess foot traffic on the first floor. Ms. Montgomery noted that every spot in the parking lot was taken during the event, and she suggested that next year, vendors and employees leave the parking spots for patrons/residents. She also suggested offering a map of the vendors so that residents could plan where they wanted to go. Ms. Canelli said that they would need to purchase more cookies next year. Ms. Henry thanked Ms. Cummings for doing wonderful job at the check in desk, expressing that she was energetic and efficient. She also noted that she saw a wide demographic is people attending the event, which represented the diversity of Norwood.
 - (d) Ms. Canelli reported that the Library is now offering a new library card design, and patrons will be able to keep their old number if they should choose to. They will, however, have to destroy their old card. Ms. Montgomery asked if awards are ever given to employees for exceptional effort, and Ms. Canelli answered that at one time a Francis Award had been given, and she may consider it again, but right now there is no procedure for rewarding a member of staff for performance because everyone is working hard to contribute to the Library's efforts.

NEW BUSINESS

- (a) Ms. Canelli requested the Board review the Exhibit Display Policy. The policy was last reviewed in 2006. It talks about wall space above the glass display case, but this area has never been used for a display, as there is no display rail. The space is 30in x 16 ft. Ms. Canelli asked if the Board could either remove that clause from the policy or discuss the option of installing a rail. Ms. Begg requested that Ms. Canelli explore the cost of installing a rail, and the topic can be revisited next month. Ms. Begg also wished to discuss the commercial use of the display case. She questioned if non-profits would be provided preferred placement over for-profit use of the case. It was noted that some for-profit groups do reserve the case, but they agree to not display prices of the items on display. Mr. Hall suggested that the wording in the policy be changed to be more specific about who may use the case and how they may use it. He also suggested that if multiple groups request the case for the same month, they each may be offered a shorter duration to showcase their display. It was decided that the issue would be discussed further.
- (b) The Library has been receiving multiple monetary donations from the friends and family of the late Anette Webber, who was an avid reader and patron of the Library's Outreach Program. Current donations total around \$1300. Ms. Canelli has spoken with the Town Treasurer and requested that a fund be set up in Ms. Webber's name for use by the Outreach Department for upcoming programming expenses. A motion was moved/seconded (Hall/ Cummings) to approve the creation and use of said fund. Ms. Begg asked if anyone had questions or concerns. Ms.

- Montgomery asked where the money for the fund would come from, and Ms. Canelli answered that the fund would only contain donations made in memory of Anette Webber. All voted to approve the motion.
- (c) The Library is in need of a new microfilm reader/printer, but as the technology is nearing obsolescence, it may not be worth replacing. Ms. Canelli expressed that she would like to purchase one with a USB input so that patrons may put an image on a flash drive in order to save or print it. The Library's current microfilm printer does not work properly. Ms. Cummings questioned how far back the Library's microfilm newspapers go. Ms. Canelli reported that they go back to the 1900s. Ms. Begg suggested this subject be added to Old Business to discuss at next month's meeting. Mr. Hall asked if there was a difference in preservation between digitized media or media put on microfilm. Ms. Canelli shared that microfilm is standardized, where digital is not. Mr. Hall was supportive of getting a new microfilm machine. Ms. Begg asked about how this new machine would be paid for. Ms. Canelli confirmed it would be for patron use, so the cost could come from the Library's Revolving Fund.
 - (d) Ms. Canelli reported that the Library recently purchased a disc cleaning system from the Revolving Fund. The old machine was turned in to the vendor, and the new machine was purchased for \$4,000.
 - (e) Ms. Canelli reported that the Library is in need of a new water bubbler for the second floor. The unit that is currently there has broken and is too old to be repaired. For sanitary reasons, she is proposing a water bottle filler instead of a new bubbler. Jim Croak, the Library's custodian is looking into pricing, and it is estimated that the cost will be \$1,000-\$1,500 which could be paid from the Revolving Fund or the Equipment Repair or Building Maintenance budgets. Ms. Begg stated that it seemed like a reasonable expense to come from the Revolving Fund, considering its current state. Ms. Canelli reminded the Board that the Library has already committed to paying \$10K from the Revolving Fund toward the Chiller Project. Ms. Begg suggested that it may save some money in the long run to change out the first floor bubbler at the same time as the second floor one. Ms. Canelli said she would ask Mr. Croak to get pricing for that as well.
 - (f) The Library staff has been weeding books to clear space for the installation of study pods on the 2nd floor, but Ms. Canelli expects that it will be at least another year before the amount of room needed would be cleared. She is hoping to purchase a two-person meeting space from HushMeet. The estimated cost is \$15K each. This money will come from the State Aid award. Ms. Canelli called the Board's attention to the Special Funds Report that she distributed at the start of the meeting. She noted that since the Town has become more committed to providing the municipal funds to maintain the Library building, the State Aid Fund and Revolving Fund has grown. She feels that the Library now has more freedom to consider spending these funds on improvements such as the study pods, where such things couldn't even be considered in years past. She added that the Library's recent Passport Day program helped make April the Library's most profitable month for passport fees. The second highest was January.
 - (g) Ms. Canelli and Carla Howard, the Library's Media & Marketing Assistant have been working on creating an Employee Emergency Manual. The Norwood Police Department will also be offering Library employees a self-defense program through Rape Aggression Defense Systems (R.A.D.). This will be a multi-day program, but the NPD is exploring the option of an abbreviated course that might be able to be offered in one session.

- (h) The Library Employee Manual hasn't been updated for some time. Corey Higgins (new Town Counsel attorney) is working with Ms. Canelli to update this manual to include all items that aren't in the Employee Contract.

SEARCH WARRANTS

There were no Search Warrants. Ms. O'Leary asked for more information about this portion of the agenda. Ms. Begg explained that she is allowed to ask if there were *no* search warrants, but she is not allowed to ask if there *were* any. Ms. O'Leary asked how search warrants come into the context of the Library. Ms. Begg suggested googling Libraries + Search Warrants to get a better idea of what investigations may include a patron's Library record. Ms. Canelli explained that the Library can only provide patron information to a third party if they are formally issued a subpoena or warrant. Ms. O'Leary asked if there were bad people to be concerned about in Norwood. Ms. Begg and Ms. Canelli assured that within the context of this conversation, no. Ms. O'Leary asked if the Library has books on how to make a bomb. Mr. Hall suggested there may be a copy of The Anarchist Cookbook.

MISCELLANEOUS ADVISORIES

There were no miscellaneous advisories.

The next Board meeting will occur on Tuesday, May 14, 2019, Ms. Canelli's birthday.

STAFF/PUBLIC REMARKS

There were none.

TRUSTEES' REMARKS

All members of the board, along with Ms. Canelli 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. Mr. Hall added that he has registered for two tickets for the Massachusetts Library Trustee Institute, which is a full day event in April for new Trustees. He registered for two so that at least one new Trustee (Ms. O'Leary or Ms. Montgomery) could attend. Ms. Montgomery said she would be unable to attend. Mr. Hall also announced that the Norwood Selectmen would be giving The Halls a plaque for their generous donations to the PJ Drive. He thought this could serve as a motivator for next year and a way to make everyone feel good about the work that was done. Norwood raised 2,582 pairs of PJs this year, a number which dwarfed the mere 500 pairs that were raised last year. Mr. Hall also wanted to spot light the Library's Kate Tigue and Jim Croak who worked tirelessly to implement the drive this year, facilitating all pickups, packing and shipping of the PJs.

At 9:08p.m., a motion was made/seconded (Hall/Montgomery) and approved unanimously to conclude the public meeting.

Respectfully submitted,



Casey Argyrou
Recording Secretary