



Library Board of Trustees

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

www.norwoodLibrary.org

Charlotte L. Canelli, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the May 14, 2019 Meeting**

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

Director: Charlotte Canelli

Staff representative present: Michele DeGrazio

Recording Secretary: Marsha Johnson

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

MINUTES

A motion was made/seconded (Hall/Henry) to approve the Consent Agenda items, with a correction to be made by Ms. Canelli to change "minutes" to "consent agenda". All voted to approve the minutes with the edit.

FINANCIAL REPORT: Current FY 19 Budget; Current Special Funds Report, Current Incidentals FY 19; Current FY 19 Revolving Fund Status.

DIRECTOR'S REPORT: Director's Advocacy/Marketing Report; Facilities Update; Children's Report; Technology Report; Departmental Report; Staff Book Disc.; Publicity and News Releases

WELCOME AND INVITATION TO SPEAK

No one present to speak.

WARRANT

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

CORRESPONDENCE

No correspondence has been received. Ms. Canelli discussed the fact that a travel channel is doing a series on theater, and they would like to film someone looking through microfilm at the library. Ms. Canelli gave them permission to film during the week leading up to Memorial Day and they signed the photography/video release. They changed the request to the Saturday of Memorial Day and Ms. Canelli approved the day, knowing a professional librarian would be on staff to assist. They then asked to come in on the Sunday when the library is closed. Ms. Canelli replied that it might be hard to find staff to come in to work to assist on that day, was uncomfortable with the request, and she would like advice from the Board on how to proceed.

It was decided to keep to the Saturday date for many reasons to be outlined in an email to Texas Crew, the film company.

Personnel Board has not sent documentation to departments and board as they have in the past, especially as Mr. Hajjar left that board last year, and Ms. Pizzi left her position this past winter.

OLD BUSINESS

(a) Update on Capital Project and FY20-22 Capital Outlay Requests

The chiller has been up and running. It will be turned on when the heat is turned off. The fence will go in as soon as it arrives. Waiting to hear how noisy it will be once it starts.

(b) Noise in the Library/Teen Behavior

Teen behavior is stable at this time.

(c) Pazniokas Donation

A plan has been settled on. Ms. Canelli is working with Mr. Pazniokas on where the plaque will go. The plan for the donation is to digitize a series of old newspapers that no one else has. Lydia is handling the digitizing because it's her specialty. Ms. Canelli is handling the funds with Mr. Pazniokas. He will be writing checks as the invoices come in. Mr. Pazniokas would like the plaque to go on the second floor. The wording will be along the lines of This Donation of Digitized Newspapers has been funded, etc.

(d) Annette Webber Fund Update

A few small donations have been made. Ms. Canelli wrote all the donors a letter letting them know there will be a separate fund in her name. Some of the funds will be used for the outreach bus trip coming up. There is approximately \$1,700. It has all been approved by the Treasurer's and Accountant's offices.

(e) Microfilm Reader, Study Pods

Ms. Canelli would like to sit tight, keeping in mind that we would like to use the State Aid Fund. We can start looking into this in July. Staff is working on weeding out non fiction and repositioning of books to make room for a study pod. The State Aid account is healthier than it's been since the renovation.

(f) A lot of discarded books get donated to the library with the majority going to the Friends of the Library and their book sale. Weeded books are donated to More Than Words in Waltham. Lydia sends books to Better World Books. For every physical item coming in to the library's collection, one has to be weeded. Ms. Canelli estimates that there are about 120,000 physical items currently in the library, including books, audio-visual, and other items for circulation.

(g) Disc Cleaner, Water Fountain, Art Rail

Disc Cleaner has been bought with Technology New Equipment account.

The water fountains are on order. Jim is out on injury leave. He cannot come back to work until he is medically cleared. The water fountains (2) will be paid for by the Building Maintenance account. Ms. Canelli reviewed the budget with all staff, requesting that all funds be spent as soon after June 1 as possible. Anything left in Salary, Incidental, Building Maintenance and New Equipment on June 30th goes back to the town as free cash.

The Art rail will cost less than \$200.

The new book drop went over in winds. Folan is going to come in and put a concrete pad in and the drop will be bolted.

(h) Materials Expenditure Report

Purchases are cut off June 1st in order to spend all funds. All invoices that come in after July 1 will be paid from State Aid. The Commonwealth requires the library to spend 12% of municipally appropriated income on materials and items circulated to patrons. Public computers can now be included. Books are ordered three months in advance. The FY 19 estimate is roughly \$220,000 with some wiggle room due to the fact that personnel costs (travel, professional development, clothing, eyewear, etc. are deducted in the calculation.) You can be over, but try to get it perfectly. Ms. Canelli explained the Materials Expenditure Report line items to the many new members of the Board since 2009.

(i) Employee Emergency Manual

Carla and Ms. Canelli are working on it. It is in draft form.

(j) Employee Manual

Carla and Ms. Canelli are working on this as well. Corey Higgins, Town Counsel, has agreed to edit, revise and approve it.

REPORTS

(a) Personnel Report Update on Assistant Director

Ms. Canelli believes it's been sent to the Union. She will be notified when it is signed.

(b) Friends of the Library

Ms. Henry reported \$2,079 was raised at the book sale. It's been a few years since it's been as high as \$2000. They are generating \$200-\$300 a month from sales in the lobby. The annual meeting is Thursday, June 20th. The speaker is Jose Ramirez, an author. He will be discussing Cuba and baseball.

(c) Programming Report

The programming report was provided. Programming is "bursting at the seams."

NEW BUSINESS

Ms. Montgomery discussed a meeting that she and Ms. O'Leary attended in Canton with the Friends of the Library. She will share the information she gathered with Ms. Henry.

Mr. Hall discussed infographics that Carla made.

Michelle explained what a power bank is, and how they are available for patrons.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORES

There has been a continuing mouse problem because of the shed being taken down and the chiller. This winter has been particularly bad. The issue has been remediated slowly and there have been a few complaints.

The next Board meeting will occur on Tuesday, June 11, 2019

STAFF/PUBLIC REMARKS

There were no staff or public remarks.

TRUSTEES' REMARKS

All members of the Board gave a brief overview of the books they are reading. Those Book Notes will be distributed with titles, authors, book covers and links to the library catalog.

At 9:06 p.m., a motion was made/seconded (Hall/Cummings) 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