



Morrill Memorial Library

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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 June 11, 2019 Meeting**

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

Ms. Begg called the meeting to order at 7:34 p.m.

MINUTES

A motion was made/seconded (Hall/O'Leary) to approve the Consent Agenda items, with minor corrections made by Ms. Canelli. All voted to approve the minutes with the edits.

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

DIRECTOR'S REPORT: Director's Advocacy/Marketing Report; Facilities Update; Departmental Reports; Publicity and News Releases

It was noted that the reports were excellent, and great teamwork with all involved. Ms. Canelli indicated that more and more of the library staff has interest in attending conferences. Leah O'Leary also congratulated Ms. Canelli on her budget presentation at to the Town on April 18.

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.

ELECTIONS OF BOARD OFFICERS AND APPOINTMENT OF COMMITTEES

A motion was made/seconded (Cummings/O'Leary) to continue with current leadership with Ms. Begg as the Chair of the board and Mr. Hall as the Vice Chair of the board. All voted in favor by roll:

Ms. Henry: Yes
Ms. Cummings: Yes
Ms. O'Leary: Yes
Mr. Hall: Yes
Ms. Begg: Yes

Personnel Committee

This is a negotiation year. There will be a new contract in July 2020. It is the practice to keep one member from the previous committee for continuity. Ms. Henry was on the previous committee and will continue on this committee with Mr. Hall.

Budget Committee (finance)

The budget needs to be submitted no later than Thanksgiving. Ms. Cummings was on the committee in prior years and will serve on this committee along with Ms. O'Leary.

Special or Ad Hoc Committee

This committee is for items that do not fall under the Personnel Committee or the Budget Committee. Ms. Begg and Ms. Montgomery will serve on the Special Committee.

Liaison to Friends of the Library

Ms. Henry will continue to serve as the Liaison to Friends of the Library

OLD BUSINESS

(a) Update on Capital Project

The chiller has been up and running. Three sides of the fence are up. The fourth wall was to be two feet lower, but it did not come in that way. Once the door goes is installed a sound engineer will be brought in to test the sound. If the sound is below the limit, a wall will not be installed in the back. If the sound is too high, the fourth wall will be cut down and installed. The only issue with needing a fourth wall is sound.

(b) Noise in the Library/Teen Behavior

Teen behavior is stable at this time.

(c) Study Rooms or Study Pods

Ms. Canelli met with someone from Massachusetts Department of Corrections Industries to see if they can work together. A committee might be put together to work on this project.

(d) Fountains/Bubblers

The fountains have been installed. Water bottles can be filled from the fountains, so the consumption of bottled water is expected to go down.

(e) Pazniokas Digitization Project

Lydia is taking charge of this project and working with Paul Pazniokas.

REPORTS

(a) Personnel Report Update

- i. Assistant Director - Included in the packet was the letter signed by the union, MOA. The Board of Selectmen have approved the position.
- ii. Acting Sr. Building Custodian – Currently on injury leave through July 8th. Mr. Cirillo's temporary appointment in the position will end when Mr. Croak returns. The building remains free of mice. The elevator has passed inspection.

(b) Friends of the Library

Ms. Henry reported that on June 20th the Friends will have their annual meeting with election of officers and a speaker. The speaker will be Jose Ramirez, author of Cuba's Last Baseball Season. Copies of the book will be available for purchase.

(c) Professional Development Funds Report

Ms. Canelli discussed how over the years there has been a need for more funds. More and more staff are interested in conferences. As negotiated in the contract, the library will pay for 100% of membership fees as long as there is participation.

NEW BUSINESS

(a) Sastavickas Scholarship

A motion was made/seconded (Begg/O'Leary) and approved unanimously to nominate Elizabeth Ling to receive the scholarship.

(b) Morrill Memorial Library Tag Line Contest

Ms. Canelli asked staff to give some ideas for tag lines. They are as follows: Morrill Memorial Library, Your Story Starts Here; Morrill Memorial Library, Check us Out; and Morrill Memorial Library, Now More Than Ever. Ms. Begg suggested: Opening Doors to the World. The contest may be opened to the public.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORES

There are none.

The next Board meeting will occur on Tuesday, September 10, 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 can be found attached with titles, authors, book covers and links to the library catalog.

At 8:41 p.m., a motion was made/seconded (Hall/O'Leary) and approved unanimously to conclude the public meeting. All left the room as there was no Executive Session to follow.

Respectfully submitted,



Marsha Johnson
Recording Secretary