



Library Board of Trustees

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

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Charlotte L. Canelli, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the September 10, 2019 Meeting**

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

Director: Charlotte Canelli

Staff representative present: Lydia Sampson

Recording Secretary: Marsha Johnson

Ms. Begg called the meeting to order at 7:32 p.m.

MINUTES

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

FINANCIAL REPORT: Current FY 20 Budget Status expanded; Current FY20 Special Funds Report, Current FY20 Revolving Fund Status; Current Incidentals FY20; FY20 Final Utilities.

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

WELCOME AND INVITATION TO SPEAK

Assistant Director, Lydia Sampson. Ms. Sampson gave a background of her history. The Board welcomed her to the Library.

Donna Montgomery brought up the issue of the Board of Trustees having the summer off and discussion was held regarding having Board meetings continue through the summer. The current Bylaws of the Board of Morrill Memorial Library Trustees states that meetings are held September through June each year.

WARRANT

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

CORRESPONDENCE

Town of Norwood special Town Meeting August 22, 2019. The meeting is held October 7th and 10th; Tony Mazzucco, General Manager – Board of Selectmen Approval of Assistant Director position June 12, 2019.

OLD BUSINESS

(a) Update on Capital Project

The chiller has been up and running beautifully. The wall is manufactured to highway standards for noise. LED lighting may be put off to the next fiscal year due to the fact that other projects may be deemed more important.

(b) Noise in the Library/Teen Behavior

Teen behavior is stable at this time. The school year is just starting and the behavior seems to be better than usual. This will stay on the agenda.

(c) Study rooms or study pods

Project is on currently on hold pending funding this year.

(d) Pazniokas Digitization Project

Lydia Sampson has been handling this project. The Norwood Free Press, Norfolk County Free Press and Norfolk County Press have been digitized from 1937 to 1965. This database is on the website and is searchable in-house only. The bill was submitted to Casey who has been in communication with Mr. Pazniokas. Charlotte has been in communication to put a plaque in the library to honor his mother.

Discussion was had surrounding having programming surrounding the use of the databases. The company that does the digitization has good ideas to do programming.

(e) Microfilm Reader

There are currently two philosophies re: a microfilm reader: half want a new microfilm reader, one that is up to date and prints. The other half feel that a microfilm reader is not necessary because everything is going to be put online. Ms. Canelli feels that a presentation would be a good idea to go over the pros and cons.

REPORTS

The staff puts a lot of time and effort into their reports and an overview of their departments. There has been a great interest in professional development.

(a) Personnel Report

Staff is stable. There are two new reference substitutes. The library is looking for circulation subs. Looking for someone who works at another library to come to work for a couple of hours. They would be circulation clerks who have experience. Two staff members are moving on – Mary Madadi is moving Worcester; and Jeannie O'Toole has a full-time job. They will need to be replaced. Ms. Canelli will be placing postings online.

(b) Friends of the Library

Ms. Canelli reported for Ms. Henry who was unable to attend the meeting. Norwood Day was successful. About 175 people were doing henna tattoos. The Friends made over \$200 from memberships and books. It was one of the best years. There will be a Friends' fundraiser at Little Bird at the Norwood Space Center on October 17th. Little Bird is donating space.

(c) Outreach Report

Outreach is reaching out to as many people as they can. They feel that not enough people in Norwood know about the outreach services.

NEW BUSINESS

(a) Long Range Plan 2021-2025

Ms. Canelli will be retiring in about two years, and as the retiring director she feels she should not be signing off on the long-range plan, that it should be the Board that is in place, the new director and staff that is at the library should do that. They have been granted a one-year extension by the MBLC. Ms. Canelli spoke with someone who is interested in being a consultant for the new process of this strategic plan 2022-2026.

(b) Grandfather Clock

A clock specialist came in and said the clock's sound is off and the weight fell, and feels the clock needs to be restored. The clock was given to the library in 1925. It is a late 19th century clock. The estimate to fix it is \$2,800. The clock specialist maintains the Custom House clock. A motion was made/seconded (Montgomery/O'Leary) to have Ms. Canelli move forward with the repair of the grandfather clock, approving up to \$3,200 from the Cushing fund. All voted to approve.

(c) January Board Meeting

The Board discussed moving the January Board from January 14th to another date. A motion was made/seconded (Hall/Cummings) to move the meeting to January 21st.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

There were no miscellaneous advisories.

The next Board meeting will occur on Tuesday, October 8, 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. Ms. Montgomery made comments regarding inadequate lighting in the parking lot now that the day is shorter.

At 9:03 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