



Library Board of Trustees

Sarah Begg, Chair
John Hall, Vice-Chair
Marguerite Cummings
George Michalec
Donna Montgomery
Leah O'Leary

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Charlotte L. Canelli, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the January 21, 2020 Meeting**

Trustees: Sarah Begg, Chair; John Hall, Vice-Chair, Marguerite Cummings; Donna Montgomery; George Michalec; Leah O'Leary
Director: Charlotte Canelli
Assistant Director: Lydia Sampson
Staff representative present: Joanne Rabbitt, Circulation/Paging Supervisor; Elizabeth Reed, Adult Services Librarian
Recording Secretary: Casey Argyrou, Administrative Assistant

Ms. Begg called the meeting to order at 7:31 p.m.

MINUTES

A motion was made/seconded (Cummings/Hall) to approve the Consent Agenda items. All voted to approve the minutes of the December 10, 2019 meeting.

FINANCIAL REPORT: Current FY20 Budget Status Expanded; Current FY20 Special Funds Report, Current FY20 Revolving Fund Status; Current Incidentals FY20

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

WELCOME AND INVITATION TO SPEAK

Ms. Begg picked up 3 sets of nomination papers from Town Hall for Mr. Hall, Mr. Michalec, and Ms. Cummings. They were passed around and signed. Ms. Canelli explained that Adult Services Librarian Elizabeth Reed would be joining them around 8 p.m. to discuss the MacMillan Publishing embargo and boycott. Ms. Canelli passed around an article from *Readers First* from January 16, 2020 entitled "Is the Macmillan Boycott Working?"

WARRANT

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

CORRESPONDENCE

Sheila Kearns, Staff Representative of AFSCME Council 93 to Ms. Begg, December 18, 2019
Stuart Plumer to The Frank R. Elizabeth Simoni Foundation, CCS Elizabeth M. Simoni, Ms. Canelli, Literacy Program, Library Board of Trustees, December 16 2019.

Norma Logan and Kirstie David, Program Coordinators of the Literacy Volunteers - Morrill Memorial Library to The Frank R. Elizabeth Simoni Foundation, December 23, 2019
Ms. Begg to the the Frank R. Elizabeth Simoni Foundation, CCS Ms. Canelli, December 26, 2019

The original response to Ms. Kearns which was included in the January Board Packet contained some errors. It was corrected and re-sent to Ms. Kearns prior to this meeting. Ms. Begg explained that AFSCME and Town Council have requested possible dates from the Board to begin the collective bargaining negotiations. The most recent date discussed was Friday February 7th, but Ms. Begg will be unable to attend. Mr. Hall and Mr. Michalec both said they could attend if that is the chosen date. Ms. Begg hopes the contract will be settled with favorable outcomes on both sides. Ms. Begg also offered thanks to Stuart Plumer and the Simoni Foundation for choosing to donate a substantial amount again to the Library's Literacy dept.

Ms. Canelli asked if anyone had any comments on the Financial Update included in the Packet. Mr. Hall drew the Board's attention to several line items that were already overspent. Ms. Begg clarified for new Board members that the Incidentals Budget can be over or under spent by line, but they need to be within the budget when all lines are totaled. Being overspent in one line is not a cause for concern. Ms. Canelli then detailed which lines are currently overspent and why. Computer software is always overspent because we pay for many annual subscriptions up front and we will continue to spend on that line rather than spending from State Aid so as to reflect an accurate accounting of what was spent for that use. Dues and Conferences is over because we have so much interest from staff in attending and participating in conferences. Unlike with Computer Software, we will probably stop spending from that line soon with the hope that we can find the funds for it elsewhere else next year. Programming is also entirely spent, but it will not be overspent. Once that line is spent down, we use money from the Friends to fund programming for the rest of the fiscal year. Material in Electronic format is overspent because the format is quickly growing, so we want to reflect that change, and lastly the Minuteman line item is always spent in full at the start of the year as it is for annual subscription to the interlibrary delivery system.

Ms. Canelli reported that she is working on next year's budget and has been asked by the Town to level fund the budget. She plans to budget less for underspent accounts to move more funds into the overspent accounts, specifically Dues and Conferences and Computer Software.

Mr. Hall asked if it was too early to be concerned about this year's budget as it currently stands. Ms. Canelli said she is confident that the Library will have the money in State Aid and the Revolving Fund to cover any imbalances, but she wants to keep an accurate record so that the Town knows what we actually spend and why we need it. Ms. O'Leary asked if the Library benefitted from last year's override. Ms. Canelli explained that the Library did not receive any additional funding after the override, but we did not need to cut our budget further. Mr. Hall asked if there was a group or person who might send in a supported letter to legislation to advocate for the State Aid that supplements our Library budget. Ms. Canelli shared that April 2nd is State Legislation Day, which is an event staff members have attended in the past and will do so again this year to meet with our State Senator, Mike Rush, and our Representative, John Rogers, about the importance of Library financial support. The Trustees are also welcome to attend.

OLD BUSINESS

- (a) Macmillan Boycott (Elizabeth Reed)- Liz Reed joined the meeting to discuss updates to the Macmillan Boycott. She reported that there are now 79 libraries and networks across the country participating in the boycott against MacMillan Publishing, with an affected patron population equaling the

population of the states of New York and California combined. She said that Massachusetts libraries have been slow to join in, but many libraries in the Network have been actively discussing joining the boycott. Ms. Reed reported that only 4% of ebook check outs by Norwood patrons are Macmillan products, totaling only 1600 checkouts over the last 10 years. Our impact as a boycotter would be small, but we could add more support to the cause. The Board discussed the pros and cons of participating in the boycott, Ms. Montgomery, Ms. O'Leary and Mr. Michalec voicing their support of the boycott, while Mr. Hall, Ms. Cummings and Ms. Begg wished to wait longer to see how the situation plays out before making a decision. The biggest concern was over the unclear duration of the boycott, and if it would negatively affect Norwood patrons if an author in high demand such as Liane Moriarty were to release a new title during the boycott. The biggest push for the boycott was that the Board sees the actions of Macmillan as setting a dangerous precedent that would allow other publishers to continue to increase their restrictions, making it harder for libraries to provide patrons with not only ebooks, but also audiobooks and print copies. A motion was made/seconded to boycott (O'Leary/Montgomery). The vote was split, and thus failed. It was decided to keep the subject on the agenda as Old Business, and it will be revisited at the next meeting.

- (b) Grandfather Clock Repair- There have been no updates. The clock is still at the shop. Ms. Canelli will call to follow up.
- (c) Town wide facilities- Town Hall has announced a new department which will handle Town wide Facilities. It will be led by Paul Riccardi. Ms. Canelli reported that there will be no personnel changes, but certain line items of our budget (utilities etc) may be taken out at the beginning of next fiscal year. We would need to alert the MBLC of any changes, as it will affect our State Aid Award and Certification, but Ms. Canelli does not expect this would be an issue. The Library budget would decrease by around 150K.
- (d) Teen behavior/ noise- Ms. Canelli reported that there have been no incidents, and she feels that the Children's Department has a good handle on the issue.
- (e) Contract Renewal for Ms. Canelli as Director- Ms. Begg explained that Ms. Canelli's contract must be discussed in executive session and is not due until the end of June, so she suggested delaying that discussion until April or May after the Board has met with Town Council. Ms. Canelli's personal evaluation is done in open meeting, so Ms. Begg proceeded to hand out four copies of the evaluation for review. Ms. Begg explained that the scores have been tallied and most of Ms. Canelli's ratings were in the "Very Good" category, with some in "Excellent". There were some additional comments at the end of the evaluation which were compiled from each of the Board member's separate evaluation submissions. They urged Ms. Canelli to continue being transparent with her reports of the budget and Library activity and to continue to help this very new Board grow and become confident in their advocacy of the Library. Ms. Begg asked the Board to sign the final copies. One was delivered to Ms. Canelli, and one was given to Ms. Argyrou to submit to Human Resources.

REPORTS

- (a) Personnel Reports- Ms. Canelli reported no new changes to personnel.

- (b) Friends of the Library- Ms. Cummings explained that she has not yet attended a meeting as Board representative. The next Friends meeting is not scheduled to occur until after the next Trustee meeting, so she does not expect to have any more information on the subject until the March meeting. Ms. Sampson, Assistant Director, has been attending the meetings.

- (c) MML Statistical Trends 2019- Ms. Canelli summarized the Statistical Trend Report she included in the January Board Packet. Print circulation is down, but electronic circulation is up. We've seen a huge increase in self-checkout, especially with a second station being installed in the Children's Department. Overdrive and streaming downloads are increasing. Sunday Circ was higher in 2019 than many years in the past. Ms. Montgomery asked if we have a people counter to track how many people come into the building. Ms. Canelli reported that we do, and we have a new model in fact, but it's still not always accurate. She expressed that our count numbers have remained relatively the same for the last few years. Ms. Canelli continued to explain that notary, passport and tech appts are all up. She also noted that Reference has received the tax forms again this year, which is typically a very busy season for them. Ms. Canelli, Ms. Sampson and the Media Marketing Assistant Carla Howard will be sitting down soon to figure out a more visual way to display the statistics.

Ms. O'Leary complimented Ms. Canelli on the Book Christmas Tree which was featured in the Departmental Reports, and asked when it would be taken down. Ms. Canelli expects that it will be taken down around Valentine's Day. Ms. Montgomery suggested that next year we invite Outreach patrons to come in for the tree lighting. Ms. Canelli said she hopes that it will be an even bigger event next year, with potential to have student groups come in to sing carols. Ms. Canelli recognized Tech Services Assistants Kate Sheehan and Irene Gotovich for making the tree the past seven years.

NEW BUSINESS

- (a) Library fines- Ms. Canelli requested that the Board consider approving the elimination of late fees for all Children's material in the coming months. Ms. Cummings expressed some concern over this loss of income, but Ms. Canelli reiterated that we have been fine exempt for senior citizens for years, and we regularly participate in Food for Fines every November, where fines are waived in exchange for a donation to the food pantry. She also expects that fines will be reduced this year in light of the Network's new auto-renewal process, which was put into effect January 1st. Ms. Canelli requested this item be added to the agenda next month so it can be revisited next meeting, perhaps with Children's Librarian Kate Tigue speaking on the issue.

SEARCH WARRANTS- none

STAFF/PUBLIC REMARKS- none

TRUSTEE REMARKS-

- (a) Mr. Hall reminded the Board that the PJ Drive will start up again February 1st and run through mid-March. Our goal is to collect at least 2,600 pairs. There will be collection boxes at all Town offices and schools. We are still interested in help from other groups such as the Boy and Girl Scouts and other fraternal organizations. Ms. Canelli also requested volunteers to help packing

boxes on Thursdays and Fridays. Interested parties should reach out to Children's Librarian Kate Tigue.

- (b) Tony Mazzucco, Town Manager will be holding a meeting on February 23rd at the Public Safety building to gather suggestion for the 150th Anniversary of Norwood. He hopes that the Library will participate and viewers will reach out to Tom Maloney who is heading up the event.
- (c) It was decided that the Trustee Book List would be eliminated this meeting due to the time, but Ms. Begg requested that all Board members send Ms. Canelli a book or two that they have been enjoying so it can be included in the February Board Packet.

At 9:06 p.m., a motion was made/seconded (Hall/Cummings) and approved unanimously to conclude the meeting. All left the room as there was no Executive Session to follow.

Respectfully submitted,

A handwritten signature in cursive script that reads "Casey Argypson".

Recording Secretary