



Library Board of Trustees

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

www.norwoodLibrary.org

Charlotte L. Canelli, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the October 8, 2019 Meeting**

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

Director: Charlotte Canelli

Staff representative present: Nicole Guerra-Coon

Recording Secretary: Marsha Johnson

Ms. Begg called the meeting to order at 7:37 p.m.

MINUTES

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items. There was discussion surrounding the budget. There is nothing that requires explanation. Payroll is done every two weeks. The numbers are up to September 30th except for the salaries. Mr. Hall noted how impressive the passport fees are. They are consistently 40% of the total revolving fund. Corrections to some dates were made on the minutes. 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.

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

WELCOME AND INVITATION TO SPEAK

No one was present to speak.

WARRANT

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

CORRESPONDENCE

Ms. Begg presented a letter from Trustee Deborah Henry directed to Ms. Begg indicating she needs to resign from her position on the Library Board of Trustees. The Board will present Ms. Henry with a mirror and a card signed by the Board. The Board will reach out to the Town Clerk's Office letting them know of the opening on the Board that needs to be filled until the election. Mr. Hall will ask to announce the opening at the Town Meeting, and ask interested parties to send a letter of interest to the Board and the Board of Selectmen. The current Board Trustees of the Library will vote in combination with the Board of Selectmen to appointment someone to the position. Hopefully someone will be in place by the November meeting.

OLD BUSINESS

(a) Update on Capital Project

The FY19 chiller capital project is complete. The Library received a bill for the expected overage. \$10,000. The Town paid \$7000 of the \$17,000 overage and the Library agreed to pay the rest. The Library's portion was reduced by \$1,800 for the wall that wasn't needed. The Library paid \$8,200 from the State Aid account. When Jim returned from injury leave, he found some things that were not finished: the light was not replaced; a ramp leading into the shed was not installed; the door was not painted. Jim reached out to the company and they have promised to complete the work.

The FY20 LED Lighting capital project is on hold. It may be encumbered until FY21.

The Town phone system in the Library has been failing for quite some time. It is a capital project for all buildings and has been delayed at least a year.

(b) Noise in the Library/Teen Behavior

There have been no complaints, but Ms. Canelli discussed that she researched in the minutes of the Board nearly 100 years ago and teen behavior was a major topic on every meeting. Ms. Jane Hewett was the first librarian (for 40 years) and was upset with boys digging up the front lawn. The police were going to go through the library every day and monitor it. In the current library, a video game system has been set up in the back room so teens could play video games and not bother other patrons.

(c) Study rooms or study pods. Project is currently on hold.

(d) Pazniokas Digitization Project

The project has been paid for. Mr. Pazniokas wrote a check to the Gift Fund for \$7,048, and a check was then written to the digitization company for the same amount. Because the money came through the library it counts as a materials expenditure for the library. A memorial brass plaque has been ordered and will be installed on the second floor near the stairway.

(e) Microfilm Reader

Lydia and Brian DeFelice should be present at the November meeting to discuss this.

(f) Grandfather Clock Repair

The clock is in the process of being repaired. Ms. Canelli passed out copies of the newspaper from 1925 when the clock was given to the library.

REPORTS

(a) Personnel Report

Staff is stable. There are two new part-time members of the reference staff. All 18 non-custodial performance appraisals are in the files at Town Hall. Ms. Canelli's review is due after the first of the year. The Board discussed the review process, the rating system and categories of the review.

Regarding negotiation of the contract, the Board of Selectmen and the Town Manager will be negotiating with the Union. They invited Ms. Canelli and a Trustee to be present in an advisory

capacity. It is important to maintain a good relationship with the Town Manager, so there is an understanding of budgeting, etc. Ms. Canelli has been attending all the Department Head meetings and takes part in town events as much as possible. Ms. Canelli discussed the seriousness of the impact that the waiver process (and possible decertification) has.

(b) Friends of the Library

There will be a Friends' fundraiser at Little Bird at the Norwood Space Center on October 17th. About 20 have signed up so far.

NEW BUSINESS

(a) The State Aid application award and certification are expected November 2019.

The award will be a little higher. State Aid got more money this year. It may be \$36,000 as opposed to \$35,000. Materials expenditure requirement is 12%; the library spent an extra 1% in FY19 and the Library did not have to file the request for flexibility.

(b) Simoni Grant/Monahan Fund

Stuart has submitted a letter to the Simoni Foundation. It was discussed if Stuart is not able to do this, another Trustee must file the application and request for the Monahan fund.

SEARCH WARRANTS

There were no Search Warrants.

MISCELLANEOUS ADVISORIES

Morrill family portraits: Wrenn Reed, (great-granddaughter of Sarah Bond Morrill Shattuck) lives in Brookline and is downsizing. She asked if the library could store two portraits until she moves into another home. Ms. Canelli said that would be inappropriate since the Library can't be liable for them. If Ms. Reed decides to give them as a gift, Ms. Canelli asked her to keep the library in mind if the Norwood Historical Society isn't interested. There is a gift policy, and the Board would have to decide to accept the gift if the offer is made. Ms. Canelli will speak with former library trustee, and current president of the NHS, Cashman Kerr Prince, to get his insight on the matter.

The next Board meeting will occur on Tuesday, November 12, 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 8:57 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,



Marsha Johnson
Recording Secretary