



Morrill Memorial Library

[www.norwoodLibrary.org](http://www.norwoodLibrary.org)

Charlotte L. Canelli, Library Director

**Library Board of Trustees**

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Minutes of the November 12, 2019 Meeting**

Trustees: Sarah Begg, Chair; John Hall, Vice-Chair; Marguerite Cummings; Donna Montgomery;  
Director: Charlotte Canelli  
Assistant Director: Lydia Sampson  
Staff representative present: Nicole Guerra-Coon  
Recording Secretary: Marsha Johnson

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

**CONSENT AGENDA AND MINUTES**

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda , including the minutes of the October 8, 2019 meeting.

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

**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**

Correspondence between the Board of Selectmen and Board of Library Trustees regarding the process of filling the vacancy on the Board. As of this date, there are no official letters of intention.

**OLD BUSINESS**

- (a) Noise in the Library/Teen Behavior  
There have been no complaints.
- (b) Pazniokas Digitization Project

Ms. Sampson is interested in getting some programming around the collection. There is a plaque acknowledging the donation of Mrs. Pazniokas. There is also an acknowledgement on the site thanking the Pazniokas family for the donation.

(c) Microfilm Reader

Brian included an update in his technology report. Scan Pro is recommended. Brian will make a presentation to the Board about it. After that there will be discussion about a purchase. This decision will be tabled until more information is gathered.

(d) Grandfather Clock Repair.

The clock is still in the process of being repaired. There are no updates.

(e) Trustee Appointment

The Board is seeking someone to fill the vacancy on the Board of Library Trustees.

#### REPORTS

Reports were included in the packet. Ms. Canelli feels the numbers will be very good this year. Programming and outreach will be very good this year when the fiscal year 20 is complete. Notary appointments are increasing. Ms. Cummings commented that all the reports are phenomenal, and also spoke to the fact that everyone is doing outreach. The fact that outreach is being done by Kate Tigie to other town departments is excellent. It's a good way to bring all the departments in the town together.

Mr. Hall spoke to the Reference Desk and is enjoying the reference question of the month. Ms. Canelli and Ms. Sampson commented on the patience and compassion amongst the reference staff. Ms. Canelli feels very good about FY 2020.

(a) Final FY19 Statistical Report

(b) Current FY20 Statistical Report

(c) Outreach Current FY20 Report

#### NEW BUSINESS

(a) Action Plan Update

Next month's packet will have the new 2021 Action Plan. The 2020 plan was filed last year. Staff and department heads met last week. They are writing notes about the 2020 plan and what they expect to achieve by July 1, 2020. The 2021 plan needs to be sent in by December 1<sup>st</sup>. It will be in the packet next month. An updated Action Plan must be filed each year to be eligible for the next round of LSTA grants.

(b) LVM MOU (to be signed by the Chair)

Ms. Begg signed the Literacy Volunteers Memorandum of Understanding to start the new year with the connection with the Literacy Volunteers. Harvest dinner was a great event. Norma is working with the Town of Walpole to expand Norwood's services. Norwood will do the orientation and tutor training. Tutors will be able to tutor in Walpole so the program can grow.

#### SEARCH WARRANTS

There were no Search Warrants.

#### MISCELLANEOUS ADVISORIES

ALA statements and press releases – First Amendment Audits, MacMillan eBook Restrictions; Citrus County Commissioners; National Endowment for the Humanities: Role of Modern Library (<https://www.neh.gov/article/complicated-role-modern-public-library>)

Ms. Begg encouraged all members to read through the first amendment audit guidelines. All department heads have gone over it with their employees. Mr. Mazzucco brought “employees only” signs for offices. The Board discussed filming and First Amendment rights. Employees can be filmed even when not working.

MacMillan eBook restriction went into effect November 1<sup>st</sup>. Only one copy of an eBook is available.

Ms. Canelli wrote an email and signed a petition regarding the action by the Citrus County, Florida Commissioners. The Commissioners of Citrus County voted to not fund the digital New York Times because it is “fake news”. This action limits access to the New York Times for the Citrus County Libraries. The Norwood Town Charter speaks to the fact that the Board of Selectmen and Town Manager are responsible for the building, supplies and staff but not the books. The Board discussed donations to the library. Not all donations will make it to the shelves, not because of access, but because of lack of space. Some self-published works have not been added to the collection. Ms. Sampson suggested that the Collection Development policy be reviewed. The library strives to have a balanced collection.

Ms. Canelli confirmed the date for the January Board meeting is January 21<sup>st</sup>.

Ms. Canelli will be on vacation until November 25<sup>th</sup>.

**The next Board meeting will occur on Tuesday, December 10, 2019**

#### STAFF/PUBLIC REMARKS

Nicole Guerra-Coon discussed what she is reading.

#### 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 8:46 p.m., a motion was made/seconded (Hall/Montgomery) 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

