



**Library Board of Trustees**

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

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

Charlotte L. Canelli, Library Director

**VIRTUAL MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Minutes of the June 09, 2020 Meeting**

Trustees: Sarah Begg, Chair; John Hall, Vice-Chair; Marguerite Cummings; George Michalec; Donna Montgomery; Leah O'Leary  
Director: Charlotte Canelli  
Assistant Director: Lydia Sampson  
Staff representatives present: Norma Logan  
Recording Secretary: Casey Argyrou  
Other attendees: Joe Collins, budget analyst from General Manager's Office

This meeting was held virtually via GoToMeeting. Ms. Begg called the meeting to order at 7:35 p.m.

**MINUTES**

A motion was made/seconded (Hall/Cummings) to approve the Consent Agenda items. No changes were requested. Ms. Begg then called on each Board member alphabetically to approve the minutes. All approved with the exception of Ms. Montgomery who was present, but unable to activate her camera and microphone.

**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:** none

**WARRANT**

No warrant was presented. Ms. Begg reminded everyone that it was decided last month that staff would continue to pay all material invoices without presenting a warrant for signature to the Board, following protocol for the summer months when the Board does not meet.

**CORRESPONDENCE:** none

**ELECTIONS OF BOARD OFFICERS AND APPOINTMENT OF COMMITTEES**

According to the results of yesterday's Town Election, Mr. Michalec, Ms. Cummings and Mr. Hall were all

sworn in this morning to return to their seats on the Board of Library Trustees. The June meeting is also traditionally when the Appointment of Committees is decided so that members can remain in their roles throughout the entire fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). The Board must vote on a Chair of the Board, Vice Chair of the Board, a Liaison to the Friends of the Library, and 2-3 representatives for Personnel, Finance/Budget, and Special/Ad Hoc subcommittees. The elected Chair of the Board is able to attend meetings for any of the subcommittees, but they are also elected as a member of one subcommittee. It is preferred that one newer member and at least one returning member of the Board be elected into each subcommittee.

A motion was made/seconded (Cummings/Michalec) to nominate Mr. Hall as Chair. A motion was then made by Ms. O'Leary to nominate Ms. Begg as Chair, but there was no second. Ms. Begg asked for a roll call to approve Mr. Hall as Chair, and all approved with the exception of Ms. Montgomery as her audio was still down. A motion was made/seconded (Hall/O'Leary) to nominate Ms. Cummings as Vice Chair. Ms. Begg asked for a roll call vote to approve Ms. Cummings as Vice Chair. All approved with the exception of Ms. Montgomery who was still having technical issues.

Before voting on the subcommittees, Ms. Canelli reminded the Board what the roles were last year: Personnel Board was Mr. Hall and Mr. Michalec. Budget/Finance Board was Ms. Montgomery and Ms. Cummings, and Special/Ad Hoc Board was Ms. O'Leary and Ms. Begg. The Friends Liaison was Debbie Henry until she resigned from the Board and Ms. Cummings took her place. Challenges for the Personnel Board this year would include finding a replacement for Ms. Canelli as Director. The Finance/Budget Committee would be dealing with the effects of the COVID-19 Pandemic on the budget and revenue. The Special/Ad Hoc Committee will be determining the Strategic Plan which will be due in October 2021. After some discussion, Ms. Cummings, Mr. Michalec and Ms. Begg agreed to be on Personnel. Ms. Cummings and Ms. Montgomery (who was able to join in on video and audio at this point) agreed to be on Finance/Budget. Ms. O'Leary, Mr. Michalec and Mr. Hall agreed to be on Special. Ms. Cummings also agreed to continue to be the Liaison to the Friends, acknowledging that she was up for the challenge of serving as Vice Chair, Liaison and in two other subcommittees. Ms. Sampson will continue to serve as the Staff Liaison to the Friends.

#### OLD BUSINESS

- (a) AFSCME Negotiation- Ms. Begg reported that the union contract negotiations have been completed. Ms. Canelli said that Molly Kean, Director of Human Resources will be sending the contract for signatures prior to the Town Meeting at the end of the month. One of the unexpected outcomes of the negotiation is that it will be a 1 year contract, rather than 3. This is because of the uncertainty caused by the COVID pandemic. The Personnel Board will be called on to deal with the contract negotiations again next year.
- (b) COVID-19 Reopening plan- Ms. Begg complimented Ms. Canelli and Ms. Sampson on their extensive re-open plan. Ms. Canelli reported that she does not expect we will be opening to patrons for some time, but in the near future we will begin to offer passport and notary services by appointment and wifi printing for pick up. Ms. Canelli also thanked Ms. Sampson for her stellar implementation of the curbside pickup plan. Patrons have been thrilled to be able to take part in those services. Ms. Sampson explained that her team has prepared items for 276 curbside pickup appointments so far, and she expects the demand will continue to increase. Ms. Montgomery has utilized the pickup services several times and saw how smooth the process was. Ms. Canelli also noted that the book drop has been over-full recently, as many people are beginning to return their books now that they

know staff has returned to the building. Mr. Hall asked how details are filled in on the infrastructure as we move through the reopen phases. Ms. Canelli explained that for the foreseeable future we can't have more than 25% staffing, about 12 people at any given time, so that will continue to limit our service offerings. This will be a challenge on the management side. He asked if this process will be formalized, especially in terms of staffing. Ms. Canelli explained that the staff is filling in a Google sheet if they will be in the library so that management can know exactly who is where at any given time to ensure we are properly staffed and under the 25% limit. People who are working from home are also logging their hours and responsibilities via a google sheet. Ms. O'Leary added a note of gratitude to Ms. Canelli, Ms. Sampson and staff, noting how quickly they were able to mobilize the Library staff and begin offering services to patrons in such a short amount of time after the initial closure. Ms. Sampson explained that in comparison to other libraries, we are offering far more than most, and we began offering services sooner than most. We also have not suspended our ordering and processing of new items so that when we reopen we'll have many new releases ready for patrons to enjoy. A motion was made/seconded (Hall/O'Leary) to formally record the appreciation and gratitude for Ms. Canelli, Ms. Sampson, and the staff of the Library. All approved. Ms. Cummings further noted how impressed she was at the level of social outreach to the entire community during the closure. The Library staff made every effort on social media to alert patrons of the continued offerings in services and programming. Ms. Canelli then reported that the innovative Ref Chat feature which was implemented early on in the closure will continue indefinitely, and it's possible that Curbside may also continue as it is clear that the demand is there.

- (c) Sastavickas Scholarship- The committee met last week to review the 3 fabulous candidates. Ms. Begg announced that the subcommittee has chosen the recipient of this year's award, though their name was not revealed. A motion was made/seconded by Hall/Montgomery to approve the recipient. A roll call vote was taken. All approved.
- (d) Noise in the Library/Teen Behavior- This item will remain on the agenda, despite the closure. We look forward to days ahead when teens can be welcomed back into the Library.

#### REPORTS

- (a) Personnel Reports- no comments
- (b) Friends of the Library- no comments
- (c) Programming- Ms. Canelli reported that virtual programming will continue throughout the Summer. Sadly, the Children's Department will not be offering their Summer Reading Beads Incentive this year, but there will still be a virtual Summer Reading Plan through BeanStack.

#### NEW BUSINESS

- (a) Tuition Reimbursement- Ms. Canelli included in the packet two staff requests for tuition reimbursement. Ms. Canelli asked that the \$1500 which has already been allocated in the budget be split between the two people equally (\$750 each). The board voted unanimously to approve. Ms. Canelli reported that Brian DeFelice now has an MLS, and Carla Howard has started her

program.

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- Ms. Canelli met with Jeff O'Neal, the scouting agent that arranged the Red Sox/Big Papi commercial that was filmed at the library a few years ago. He has requested to film the outside of the library for another commercial. The date is TBA. There was another patron who filmed himself this past week signing up for the army in front of the Library.

STAFF/PUBLIC REMARKS

Ms. Canelli sent a letter to the Board tonight announcing her intention to retire on January 30, 2021. Mr. Hall requested that members of the Board (possibly the Personnel Committee) meet soon with Town Manager Tony Mazzucco to talk about the process of finding Ms. Canelli's replacement. Ms. Begg asked Ms. Canelli to look at the files in her office to see what was recorded about the process when the Board hired Ms. Canelli. Ms. Cummings expressed that although she knew that Ms. Canelli was leaving, she was very saddened reading the letter, noting how much Ms. Canelli has given of herself to the Library and the community. Ms. Canelli responded with a quote by Confucius: "Choose a job that you love and you will never work a day in your life." Ms. Begg thanked her for everything she has done and thanked her for giving the Board adequate time to find a suitable replacement. Ms. Canelli shared that she will be taking a week off in July to deal with her late brother's estate. She is not sure yet if she will need to quarantine after. She will know more about it in July. Ms. Begg offered Ms. Canelli condolences to her and her family.

The staff and trustees then shared their most recent book recommendations:

Ms. Argyrou- "The Bear and the Nightingale" by Katherine Arden

Ms. Logan- "America's First Daughter" and "My Dear Hamilton" both by Stephanie Dray

Ms. Sampson- none to report on.

Ms. Canelli- Actually read a book of fiction, which is completely out of character for her. "The Overdue Life of Amy Byler" by Kelly Harms.

TRUSTEE REMARKS

Ms. Cummings- "My Name is Lucy Barton" and "Abide with Me" by Elizabeth Strout (which she loved), and "Eleanor Oliphant is Completely Fine" (which she did not).

Ms. OLeary- "A Man Called Ove" by Fredrik Backman.

Ms. Montgomery- "City of Girls" by Elizabeth Gilbert and "The Encyclopaedia of Liars and Deceivers" by Roelf Bolt.

Mr. Michael- "The Island of Lost Maps: A True Story of Cartographic Crime" by Miles Harvey

Mr. Hall- Re-read "Night of Camp David" by Fletcher Knebel, then read "Surviving Autocracy" by Masha Gessen, and "The Stand" by Stephen King, which he found especially topical due to the current pandemic.

Ms. Canelli recommended "Year of Wonders" by Geraldine Brooks for another exceptional Plague story.

Ms. Begg- "The Book Women of Troublesome Creek" by Kim Michele Richardson.

Ms. Begg also reminded everyone that Town Meeting will be happening at the end of the month. The Board won't meet during the summer, so the next Trustees meeting will be in September. It may be in person, but may also be digital. Ms. Canelli explained that she will still send updates throughout the summer, including the end of the year financial info. Ms. O'Leary asked if this was the last meeting Ms. Begg would Chair, and she confirmed that it was. Everyone thanked Ms. Begg for the wonderful and capable job she performed as Chair. Ms. Begg congratulated Mr. Hall and Ms. Cummings for their new roles in the upcoming year.

A motion was made/seconded (O'Leary/Hall) to end the meeting. All agreed, and the meeting was called to an end at 8:54 pm.

Respectfully submitted,

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

Recording Secretary