



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 May 12, 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: Irene Gotovich, Brian DeFelice
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 7:33 p.m.

MINUTES

A motion was made/seconded (Hall/O'Leary) to approve the Consent Agenda items. Ms. Begg requested that Mr. Michalec's first name be added to the meeting minutes from March. Ms. Begg then called on each Board member alphabetically to approve the minutes with said changes. All approved.

FINANCIAL REPORT: Current FY20 Budget Status Expanded; Current FY20 Special Funds Report, Current FY20 Revolving Fund Status; Current Incidentals FY20; MBLC State Aid Installment, Part-Time COVID Salaries

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

WELCOME AND INVITATION TO SPEAK

WARRANT

No warrant was presented. Ms. Canelli and Ms. Begg agreed that during the Library closure, the 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

OLD BUSINESS

- (a) MacMillan Publishers Embargo and Boycott- Ms. Sampson reported that MacMillan has dropped their 8 week embargo on audio books, and as such, we no longer need to debate boycotting the publisher. Where no other publishers rallied behind MacMillan during their embargo, Ms. Sampson feels that there is little concern that this will be an issue in the future. Ms. Canelli suggested that this item be removed from next month's agenda.
- (b) Noise in the Library/ Teen Behavior- There has been no issue with noise or behavior since the Library's closing, however, Ms. Begg asked that this item stay on the agenda going forward.
- (c) Library Fines- Late fees on checked out material have been waived during the closure, and due dates have been changed to late June, when we expect to be reopened in some capacity. Ms. Canelli feels that this should give us some data in support of eliminating all or some fines permanently in the future. She asked that this be discussed further in the June meeting.
- (d) Library FY21 Budget- Town Manager, Tony Mazzucco will be submitting the FY21 budget to the FINCOM for vote on June 22. Our proposed budget was only reduced by \$500 in the utilities category due to a decrease in electricity costs. It will not be changed at all due to the COVID closure.
- (e) AFSCME Negotiation- Ms. Begg and Ms. Canelli will be meeting with two members of the Union, Mr. Mazzucco, Director of Human Resources Molly Keane, and Town Council via Gotomeeting next week to discuss the next steps in the contract negotiation. There should be an update by the June meeting.

REPORTS

- (a) Personnel Reports- All personnel will continue to be paid through June. No Norwood Town Employees will be furloughed or laid off in this fiscal year due to the COVID Pandemic.
- (b) Friends of the Library- The FOL missed out on their book sale which should have already taken place this Spring. They are waiting for more information before determining if they will reschedule, though it is highly unlikely they will. There is a check forthcoming from the Chatteau from the Friends fundraiser in March for over \$200, even though the timing of the fundraiser coincided with the beginning of quarantine. Ms. Montgomery asked where people can send checks to the FOL. Ms. Canelli explained that the Library receives all mail for the Friends, and it is then passed on to the appropriate people. Mr. Hall asked if we should solicit donations for the Friends now in order to help them recoup some of the funds that they would have made at the book sale. Ms. Canelli agreed to reach out to the Friends to see what they think about that idea.
- (c) Programming Report- The Volunteer Appreciation Tea and the Literary Luncheon have been cancelled. Staff Development Day has also been cancelled. Despite the closure, staff is doing so much to provide services to our patrons via digital programming and electronic resources. See the departmental reports for more details.

- (d) Maintenance and Repair- The 5 windows along the back of the library need to be replaced. We are trying to replace them before the end of the fiscal year. We are also being set up with VOIP (voice over internet protocol) phone systems within the month. We hope that this will mean that staff will each receive their own headset, which would eliminate the need for sharing phones.

NEW BUSINESS

- (a) Gwynne Jamieson Estate- Former Trustee Gwynne Jamieson has passed away and will be donating a portion of her estate to the Library. We do not have any of the financial details yet. Ms. Begg asked Ms. Canelli to keep to Board updated.
- (b) Sastavickas Scholarship*- The request for applications for this year's Sastavickas Scholarship has been sent to the highschool and among staff. Ms. Canelli has received a recommendation for one applicant so far, but the deadline is not until May 15th, so it is possible more will be coming. Ms. Begg asked Ms. Canelli to remind people on social media. Ms. Canelli assured her a reminder was posted today.
- (c) Sealing of driveway*- There is a quote included in this month's packet for the parking lot to be re-sealed. This has been accepted and the lot will be sealed on Thursday. It is expected to only take one day. Ms. Begg reminded Ms. Canelli to update the social media pages that the lot will be closed on Thursday. Ms. Montgomery asked if we were only doing half of the parking lot because it is a shared lot. Ms. Canelli confirmed that that will be the case. We will only be sealing the driveway and portion of the lot which we own.
- (d) Reopening Proposal* and Survey of staff*- Ms. Canelli included in the packet a detailed multiphase plan for reopen and a compiled list of staff questions, concerns and suggestions regarding the reopen. Ms. Canelli will be sending the plan to Tony Mazzucco and Sigalle Reiss for approval. Mr. Hall thanked Ms. Canelli for providing such a thorough and actionable survey to create this plan. He thought it was exceptional work. Ms. Canelli thanked Ms. Sampson and staff for coming up with the questions that needed to be asked, and the research was very well organized. Ms. O'Leary also expressed gratitude for how busy and productive staff has been during the closure. Ms. Canelli explained that staff have been meeting two times a week during closure via Zoom, and she has seen an incredible amount of comradery and positivity from the staff. Ms. O'Leary asked if library expenditure will come in under the budget because we've been closed. Ms. Canelli assured that we will be fully spent because any underspent categories have been re-allocated to our digital e-resources to make up for the demand. Ms. Sampson also added that we are still purchasing new physical resources and software programs as well so they will be available to patrons as soon as we reopen. Ms. Canelli said it looks like we may have some salary money to give back to the town at the end of the year, but otherwise it looks like our budget is still on target. Ms. Begg also reminded the board that the salaries for part time custodians may be much higher once we re-open because we will need extra cleaning/sanitizing. Ms. Canelli noted that we are flagging all COVID expenses so they can be reimbursed from FEMA money when it comes in. Ms. Sampson and Ms. Canelli attended a meeting recently with the Massachusetts Board of Library Commissioners about changes to the State Aid requirements due

to the COVID closures. Certain restrictions have been lifted, but Ms. Sampson reported that we are actually still on track to meet the old standard of requirements. Ms. Canelli sent a State Aid document with the packet explaining these changes. Mr. Hall asked if we expect a reduction in State Aid money for next year from the state as a result of the pandemic. Ms. Canelli expects it could be affected, but we won't know for a while. Ms. O'Leary asked about how we expect things to change when we reopen (hygiene, etc). Ms Canelli drew her attention to the reopen plan and staff survey. We will need to have custodians doing extra cleaning, and we will have to cut down on some availability for patrons (ie programming) which saddens Ms. Canelli. The reopen proposal also includes a plan for curbside pickup (pending approval). There is a strong concern of the 2nd wave of the virus, so we will be airing on the side of caution to protect staff and patrons.

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- None

STAFF/PUBLIC REMARKS

Ms. Gotovich did not have any books to recommend. Ms. Argyrou recommended *Where the Crawdads Sing* by Delia Owens. Mr. DeFelice had no books to recommend. Ms. Canelli reminded everyone that the staff has been continuing their staff book picks on a monthly basis. These lists can be found on our website and social media.

TRUSTEE REMARKS – Everyone expressed difficulty with shortened attention spans and feeling too busy to read during quarantine. Finding the “right read” was also a challenge that came up frequently in conversation. These changing times prompted many of us to pick up something more light hearted, less heavy, or more inspirational than we normally would.

Ms. Sampson- *Empty Mansions: The Mysterious Life of Huguette Clark and the Spending of a Great American Fortune* by Phil Dedman

Mr. Hall- The Memory Man Series from David Baldacci and the Atlee Pine series by the same author. He also provided a graphic novel suggestion- *The Invisible Empire* by Todd Warger

Ms. Canelli- Ms. Canelli suggested we all check out a new podcast on Spotify called “Dewey Read It?” which is hosted by our very own librarians Kate Tigue and Dina Delic. Ms. Canelli also recommended reading *Chasing My Cure: A Doctor's Race to Turn Hope into Action; A Memoir* by David Fajgenbaum.

Ms. Cummings- Ms. Cummings expressed how impressed she was with all the ways the staff is working to provide patrons with digital services. She also mentioned the fantastic work former Trustee Cashman Kerr Prince and librarian Marge Corjay are doing to provide first responders and caretakers with masks during the pandemic through their work with the Sewstainability group Making Masks in Norwood. Marguerite is so impressed with the food pantry and Tony Mazzucco's weekly Q&A. She recommended reading Louise Penny's *A Better Man, Text Me When you Get Home* by Kathleen Shafer, and *American Prison* by Shane Bauer.

Mr. Hall also thanked the Making Masks group. His wife Jean is actually the one who brought the idea

to Susan Claire. She also provides the group with the elastic to make the masks.

Ms. Montgomery- Ms. Montgomery had no books to recommend. She has found it busy enough keeping up with the news and her laundry mat.

Ms. O'Leary- Her son's mother in law is a mystery writer, and she has started her book. She's also starting *The Plague* by Albert Camus.

Mr. Michalec- He is finding things very distracting now, especially with having his family home. He's doing his best to stay busy and stay positive. He recommended *Decoded: The Science Behind Why We Buy* by Phil P. Barden.

Ms. Begg- Ms. Begg also read *Where the Crawdads Sing* by Delia Owens and *A Better Man* by Louise Penny. She loved both. She also mentioned that her child is participating in the QuarantEEN book club through the library. She recommended the Indiana Jones movies and the Librarian movies. Mr. Hall also mentioned that there is a Librarian show and book series as based off of the movie. Indiana Jones also has a Young Indiana Jones Chronicles TV show.

Ms. Canelli closed the meeting by reminding everyone that the Town election will be touchless and will be held on June 8th. Town Meeting is scheduled for June 22. Ms. Begg noted that the election is the day before our June BOLT meeting, so we will have to have new members sworn in immediately before they can vote at the meeting. Mr. Hall (3yr) , Ms. Cummings (3yr), and Mr. Michalec (1yr term) are all up for re-election. Ms. Begg hopes that we will meet in person next month.

Hall/Montgomery voted to end the meeting. They went alphabetically to adjourn the meeting. All agreed. Meeting was called to an end at 8:32 pm.

Respectfully submitted,



Recording Secretary