



Morrill Memorial Library

www.norwoodLibrary.org

Charlotte L. Canelli, Library Director

Library Board of Trustees

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

**VIRTUAL MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of the October November 17, 2020 Meeting**

Trustees: John Hall, Chair; Marguerite Cummings, Vice-Chair; Sarah Begg; George Michalec; Donna Montgomery; Leah O'Leary (absent)
Director: Charlotte Canelli
Staff representatives present: Carla Howard
Recording Secretary: Casey Argyrou

WELCOME AND INVITATION TO SPEAK

This meeting was held virtually via GoToMeeting. Mr. Hall called the meeting to order at 7:35 p.m. Mr. Hall asked that everyone introduce themselves, including the Board and the Staff, then he introduced Bernie Lynch from the hiring consulting firm Community Paradigm Associates who has been leading the Director Search efforts.

MINUTES

A motion was made/seconded (Montgomery/Cummings) to approve the Consent Agenda items. Ms. Begg noticed a few small typos. She will send edits to Ms. Argyrou. Mr. Hall then called on each Board member to approve the minutes. The motion passed unanimously.

FINANCIAL REPORT: Current FY21 Budget Status Expanded; Current FY21 Special Funds Report, Current FY21 Revolving Fund Status; Current Incidentals FY21

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

WARRANT

No warrant was presented. It was decided in the September Board meeting 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

Ms. Canelli reported that she has not yet received any budget materials from the Town or from Capital Outlay, but she did receive a thank you note from Michele DeGrazio thanking the Board for their card and generous gift marking her 50th anniversary working for the Town of Norwood.

OLD BUSINESS

- (a) Future Reopening Services- Ms. Canelli attended a Town Managers meeting today. Maine has put restrictions on travel from Massachusetts this week, and looking at the spike in COVID numbers, we

will most likely not be offering any additional services for the time being. Ms. Canelli stressed that staff will need to be ready and prepared to move back into a remote working scenario at any moment. Anyone who cannot work from home needs to be available to work at the Town Call Center, or at other positions in the Town. The only change we're making at this time is to the Returned Material Cart. The cart we have been using behind the greeter desk is filling up quickly, and patrons have been browsing it despite the sign requesting it not be touched. Patrons will now be allowed to return items to the interior Circulation return bin. Circ staff will then move those materials onto a cart to be quarantined in the Simoni room for 24 hours. The Health Department is confident that the disease is not being passed through touch, so staff will not be at risk by moving the materials when wearing gloves. We provide the additional quarantine time as an extra safety precaution to our patrons.

- (b) Noise in the Library- There has been very few children and teens in the library, so it's been very quiet. Ms. Canelli mentioned that the clock has also been gone for over a year now, which makes it even quieter. Ms. Argyrou reported that she has made contact with the clock repairman, and we should have an update on the status of the clock repairs by the next meeting.

REPORTS

- (a) Library Budget FY21: Ms. Canelli feels that the budget is right on track for where we are in the fiscal year, and Ms. Sampson has been keeping the staff on track as far as the materials expenditure. Our Salaries budget is in good shape because we have not been open on Sundays. This surplus should help with the buyouts going to the retiring and resigning staff members this winter. Our utilities expenses also look to be coming in under budget. Ms. Argyrou has been working with the Town to figure out our telephone bills. The Town zeroed out our telephone budget, but the bills are now coming in higher than ever, so that budget line will need to be added back into the budget next year. Ms. Canelli will be providing an updated budget summary in January.
- (b) Strategic Plan 2022-2026: Mr. Hall asked Ms. Canelli if she'd spoken with Mr. Lynch about his availability to assist in creating the next Strategic Plan. Ms. Canelli said she mentioned it in passing, but feels that a formal proposal needs to be presented. Mr. Hall asked that the Board decide who will be on the Strategic Plan Committee, and Ms. Canelli added that this would be a project that Mr. Hall would start as Chair and the next Chair would finish. Mr. Hall proposed that the Committee be comprised of himself, Ms. Cummings and Ms. Montgomery. Ms. Cummings is the presumed next chair. This committee should meet about getting a consultant in place and starting the process by February. The next director will be involved too, so Mr. Hall suggested waiting until after the director search is finalized. A motion was made/seconded (Michalec/Begg) to approve the committee assignments. All approved via roll call.
- (c) Friends of the Library- Ms. Cummings reported that the Friends had their promotion with the Chateau last week. We don't know yet what the profit will be, but it seemed busy. They are also holding a Zoom program with author Ted Reinstein on 12/8. Media and Marketing Assistant Carla Howard has been promoting the event on social media. Children's Librarian Nicole Guerra Coon has been working with the Friends on a Town Read Program. They'll be picking a book soon and requesting funding to purchase them. Ms. Canelli will be sending the annual budget of requests from the Friends. She expects it will be less this year than in previous years, but the library will still require their help for Outreach and Literacy hospitality funds and some Programming funds.

- (d) Programming Report: The Publicity report was included in the packet.
- (e) Maintenance and Repair: Ms. Canelli reported that staff is enjoying the new brighter LED lights at the Library. Town wide facilities has been wonderful to work with, and Ms. Canelli feels it will be a benefit to the new Director to not need to worry so much about the maintenance of the building.
- (f) Personnel Report and Director Search:
 - i. Personnel updates- Liz Reed has been promoted as of Feb 1st to Head of Adult Services. Ms. Reed has a stellar reputation in the industry and with staff. Dina Delic has been promoted to Assistant Children's Librarian. She will begin her new position on January 1st after finishing her degree from Simmons in December. Ms. Delic is an absolutely prolific reader, and her expertise in young adult literature will be a welcome permanent addition to our Children's Department. We'll be opening the searches for Ms. Reed's current position and Nancy Ling's position next week.
 - ii. Director Search- [This portion of the meeting occurred after approval of the Consent Agenda to allow Mr. Lynch to leave the meeting after his report was complete.] Bernie Lynch summarized for the Board the process that has occurred so far in the search for a new Director. To begin, he polled staff and community members to get a picture of the needs of the Town and the Library. His firm received 24 applications in response to the posting. The Screening Committee, which consisted of Ms. Begg, Ms. Cummings, Mr. Michalec, Mark Ryan, and Joe Greeley, reviewed all of the applications and interviewed a handful of candidates. They then chose three candidates to bring to the Board: Clayton Cheever, Jayme Viveiros, and Peter Struzziero. Mr. Lynch has checked their references and has received good news about all three of the candidates. Mr. Lynch provided a sheet detailing the credentials and work experience of each candidate to the Board prior to the meeting. Mr. Michalec expressed that he enjoyed the screening process and felt that the interview process that Bernie facilitated was extremely helpful because it provided input from Town, Staff, Board, Director, etc. He was better able to get a full picture of what was needed, and who these candidates were. Ms. Begg agreed that the Committee worked very well together. They had open and honest dialog about the candidates, and she is confident that the full Committee was comfortable with their finalists. Ms. Cummings thanked Mr. Lynch for the preparation he did in this process. She added that she was also happy that Mr. Greeley and Mr. Ryan were able to participate in the Screening Committee because they added a different perspective from outside the Library world. As next steps, Mr. Lynch requested that Ms. Canelli be open to hosting each of the candidates for a Library tour to informally meet the staff over the next week and a half. The Board then discussed availability for the final interviews. It was decided that the interviews would be done via Zoom on Tuesday, December 1 from 9:30am to 1:30pm. This will be an open meeting so anyone can watch the interviews, but only the Board and Mr. Lynch will be able to ask questions of the candidates. Norwood Community Media will be recording and streaming the interviews so they can be watched at any time. Ms. Sampson and Ms. Cummings expressed concern over the lack of staff participation in this process, but after some discussion it was decided that after the staff meet the candidates during the Library tours, they can direct any questions to Mr. Lynch and the Board who can screen the questions and ask them during the interview process where appropriate. After the interviews, there will be another open meeting of the Board on December 7th at 9:00am to discuss the interviews and provide a final recommendation to Tony Mazzucco, who will then coordinate with HR to extend an offer to the candidate. The meeting was proposed for one week after the interviews to provide enough time for the Board to think things over, while still maintaining adequate time for negotiations and 30 days' notice for the candidate's current employer. Ms. Canelli would like to see the new Director in place by mid-January.

NEW BUSINESS

- (a) Library Statistical Report: Ms. Canelli has been compiling the Library's yearly statistical report. Despite COVID, the circulation numbers are not too far below where they were last year, though this was helped by the fact that automatic renewals are counted as new circs. Ms. Canelli reported that we are one of the highest lenders in the Network right now to other libraries. Digital stats are about 100% over last year's numbers. Our passport stats are much lower than normal and we are still waiving fines and not charging for printing. Programming stats are pretty comparable to previous years even though they are now virtual. Charlotte will provide the final report in January.

- (b) Sastavickas Fund: Kathy Sastavickas reached out to Ms. Canelli recently about increasing her donation to the fund to make it a scholarship in perpetuity. Kathy first came to us in 2005 with a \$10,000 donation, which was predicted to make \$500 in interest a month. The economy then crashed and the Fund is not making the interest it once did. Kathy and her sisters have been paying into the fund yearly to cover the difference. Going forward she would like the amount of money in there to fund the scholarship forever. Charlotte will work with the Treasurer to rewrite the policy on this fund and determine how much Kathy would need to donate in order to make this happen.

- (c) Dedham Trustees- Mr. Hall has been contacted by a Trustee in Dedham looking for advice on starting their Director search. Mr. Hall sent over some of the material Mr. Lynch provided at the start of our Director search, and they spoke at length about Dedham's circumstances. Mr. Hall wanted to report this to the Board as an example that other libraries look to us as an example of Best Practices.

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- none

STAFF/PUBLIC REMARKS

Carla Howard: "Moonflower Murders" by Anthony Horowitz.

Lydia Sampson: "Unfollow: A Memoir of Loving and Leaving the Westboro Baptist Church" by Megan Phelps-Roper.

Casey Argyrou: Nothing to report this month.

Ms. Canelli: "Squeeze Me" by Carl Hiaasen. She is also enjoying a podcast called "Do No Harm."

TRUSTEE REMARKS

Ms. Begg- "All the Devils Are Here" by Louise Penny.

Ms. Cummings- "Redhead by the Side of the Road" by Anne Tyler and "Talking to Strangers" by Malcolm Gladwell. Ms. Sampson added that "Talking to Strangers" is especially good on audiobook.

Ms. Montgomery- "Year of Wonders" by Geraldine Brooks.

Mr. Michalec- "The Biological Origins of Art" by Nancy Aiken

Mr. Hall- Page A11 from today's New York Times: "Peru Chooses 3rd President in a Week Amid Street Protests." The new interim President of Peru is a friend of Mr. Hall from graduate school days at the University of Pennsylvania in the early 1970s.

The next monthly Trustees meeting will be on Tuesday December 15th, 2020.

A motion was made/seconded (Begg/Michalec) to end the meeting. The Board agreed to adjourn by a roll call vote. The meeting was called to an end at 9:21 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Casey Argypion". The signature is written in black ink on a white background.

Recording Secretary