



Library Board of Trustees
John Hall, Chair
Marguerite Cummings, Vice-Chair
Sarah Begg
George Michalec
Donna Montgomery

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Charlotte L. Canelli, Library Director

MEETING OF THE BOARD OF LIBRARY TRUSTEES

Minutes of the January 12, 2021 Meeting

Trustees: John Hall, Chair; Marguerite Cummings, Vice-Chair; Sarah Begg; George Michalec; Donna Montgomery

Director: Charlotte Canelli

Assistant Director: Lydia Sampson

Staff representative present: Brian DeFelice

Recording Secretary: Casey Argyrou

Others present: Clayton Cheever, marypaz, Shannon Greenwell, Erik Bodenhofer

Mr. Hall called the meeting to order at 7:33 p.m. This meeting was not broadcast by NCM but was recorded for future airings.

MINUTES

Ms. Canelli explained that in addition to the December Board meeting minutes, she included minutes from the December 7th Director Decision meeting for the Board's approval. Mr. Hall asked for an update on the FY22 budget. Ms. Canelli explained that the salaries budget has been submitted and approved. Step raises and part time wage increases were included in the proposed budget, but the Cost of Living Increase will not be added until the Union has completed contract negotiations. Ms. Canelli noted that she has created an outline of what she expects the incidentals budget to look like, but it has not yet been requested by the Town. It will likely be requested before her last day. A motion was made/seconded (Montgomery/Michalec) to approve the Consent Agenda items. All voted in roll call to approve the minutes.

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

WELCOME AND INVITATION TO SPEAK

The Board was joined tonight by Library staff representative Brian DeFelice, the newly hired Library Director Clayton Cheever as well as three perspective Trustees: Shannon Greenwell, marypaz, and Erik Bodenhofer. These community members expressed interest in running for the final year of the late Ms. O'Leary's term. Mr. Hall explained that another community member, Joe Greeley, who also served on the Screening Committee for the Library Director search, has agreed to serve as Trustee for the remaining two months of

Ms. O'Leary's term before the April election. Mr. Greeley was unable to attend tonight's meeting but will be meeting with the Board of Selectmen and the Board of Library Trustees on January 26th to act as a combined committee to appoint a person to fill Ms. O'Leary's term until the next election..

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 from the Board, following protocol for the summer months when the Board does not meet.

CORRESPONDENCE

The Board received a letter from Stuart Plumer thanking the Simoni Foundation for their donation of \$8,000 to the Literacy Department. The Literacy librarians, Kirstie David and Norma Logan have written a thank you letter to the Simoni Foundation, and the Board and Ms. Canelli have sent another thank you. The donation has been deposited into the Monahan Fund for use only by the Literacy Department. The Monahan Fund now has \$51K in it. This amount is monitored and handled by the Town, but it can be used for any large costs that will benefit both the Library and the Literacy department. It was most recently used to purchase dividers for the study rooms.

Ms. Cummings noted that the Board also received a letter from the Girl Scouts. Ms. Canelli confirmed that the letter had been received, but it was not contained in this month's packet because it just came in yesterday. Ms. Begg summarized that her Scout group has recently been approved to provide contactless booth sales of Girl Scout Cookies. One of the safe locations that were suggested as an order fulfillment center was the library parking lot on Sundays while the Library is closed for Sunday Service. Ms. Cummings asked about the Library's liability should there be an accident while they used the lot. Ms. Canelli explained that it would be the Town's liability. Mr. Hall said he'd prefer if we got approval from Sigalle Reiss (health director) and Tony Mazzucco (town manager). Ms. Canelli agreed to reach out to them tomorrow. Ms. Begg said that if the drive were to be approved, it would start by the end of January, and it would last until the first week of March. Ms. Canelli asked where in the parking lot they would set up. Ms. Begg thought the order table would best go by the side doors and the pickup area could be over by the herb garden. Ms. Montgomery asked that a vote be done in the event that the Town also approves. A motion was made/seconded (Hall/Cummings) that the Girl Scouts be granted authority to use the library parking lot for Sundays during their cookie selling season this year, subject to approval from by the Town. All voted in roll call and it was approved unanimously. Ms. Canelli will report to Ms. Begg if it is approved by Town. Ms. Sampson will let the custodial staff know if it is approved for Sundays in Feb.

OLD BUSINESS

- (a) Noise in the Library and Teen Behavior- As the Library has been closed to the public since December 28th, there has been no noise other than the staff. It is very quiet.
- (b) Strategic Plan 2022-2026- Bernie Lynch has sent a proposal to work as a consultant for the Library Strategic Plan. He was previously instrumental in selecting our new Director Mr. Cheever. The proposal is just under \$10K, so we do not need to collect 3 comparison bids before accepting. Mr. Hall reminded the Board that the Strategic Plan Committee with consist of himself, Ms. Cummings, Ms. Montgomery, Mr. Cheever, Ms. Sampson, and 2 members of the staff who have yet to be

selected. Kate Tigue was the only staff member thus far to submit a formal letter of interest. Mr. Hall asked Mr. DeFelice if he would be willing to also join the committee, as he will be very helpful with IT/Technology plans. Ms. Argyrou offered herself up as recording secretary so she could gain experience to participate in the next strategic planning committee. Ms. Canelli noted that the Strategic Planning committee should also be active in utilizing the Library leadership team and various community leaders for subcommittees/special projects. Ms. Begg asked Ms. Canelli how Mr. Lynch's proposal would be paid for. Ms. Canelli said we would use State Aid as we have used that account for expenses like this before, and the account is currently very healthy. The State Aid account is currently at about \$73k, which is the most we've had in the account in over a decade. Once this year's State Aid award comes in (February) we'll have over \$100k. A motion was made/seconded (Begg/Cummings) to approve the proposal by Mr. Lynch for \$9,980, and pay for the amount from State Aid. Ms. Cummings requested further clarification on what expenses might be above and beyond Mr. Lynch's proposal. Ms. Canelli said that the incidentals from previous Strategic Plans were under \$1,000, so we should be fine to use State Aid for those charges this year. All voted in roll call to approve the motion. It was approved unanimously. Mr. Hall asked Ms. Canelli or Mr. Cheever to reach out to Mr. Lynch with approval of his proposal. Someone from the Committee should also reach out to Ms. Tigue to let her know she is on the Committee. Ms. Sampson, Ms. Tigue and Mr. DeFelice should also be sent the timeline. Ms. Canelli also shared that the MBLC has also agreed to extend the October 1st deadline for a few months, should the Committee need it, but all decided that they would like to proceed as though there was no extension.

- (c) Library Budget 2022- Discussed during approval of the consent agenda. There was no further conversation about this topic.

REPORTS

- (a) Programming Report- Ms. Canelli reported that programming is still entirely virtual, but staff is doing a tremendous job keeping patrons engaged. Ms. Tigue sent out an email this week about the yearly Pajama Drive. The MBLC will not be providing delivery of pajama donations this year, so any donations would need to be boxed and delivered directly to DCF. The library is still storing hundreds of pajamas that the Halls donated last year. Delivery of those items was cut short due to the first COVID closure. Mr. Hall expressed hope that at the very least we'll be able to deliver those this year, even if we don't do a larger drive. Ms. Tigue will be discussing options with the Board and Mr. Cheever when she has more information.
- (b) Maintenance Report- Ms. Canelli will be meeting with Paul Riccardi and Jim Croak to discuss the rest of the building projects that will need to be completed this year. There are some windows that need replacing and the linoleum in the back hall needs to be replaced. There is enough in our incidental budget this year to cover those projects. As of July 1st our building maintenance money will be transferred to Town Wide Facilities. We also have capital money reserved for interior painting. If bids cannot be put out before the end of the fiscal year, this money can be encumbered for next year. Mr. Hall asked if our snow removal budget will also be transferred. Ms. Canelli explained that yes, snow

removal, building maintenance, service contracts, and most of our building supplies budget will be transferred. They asked to keep a small reserve of building supply funds for small trips to home depot etc. The custodial salaries won't be transferred yet. They will likely stay on as library staff for the upcoming year. Ms. Begg asked how this will affect our MAR for State Aid. Ms. Canelli explained that Mr. Cheever will be in touch with the MBLC about any and all changes and to our budget and our MAR will be adjusted by the MBLC. This will not affect us negatively when applying for State Aid. Ms. Canelli will also request that our Telephone budget be reinstated. If we must level fund, we can take the money from another fund (ie travel). Ms. Cummings asked about the issue with Verizon landlines not being able to call in to Town Buildings. Mr. DeFelice explained that he's been in touch with Town IT. They are aware of the issue, but it is an issue on Verizon's end. Mr. DeFelice has been tracking patron complaints so we have something quantifiable to present to the town. Ms. Cummings suggested posting something to social media explaining the issue and letting patrons know we're working on it. Mr. DeFelice said he'll reach out to Carla Howard about creating posts. Until this is resolved we can ask patrons who are unable to reach us, to email us or reach out via Ref Chat. We will be apologetic and not defensive in our social media posts.

- (c) Personnel Report- Mr. DeFelice created a job description for Allison Smith's position (Pt Technology Librarian). It has been approved by HR and the posting was put on the MBLC site and Mr. DeFelice sent it to Simmons College. It is listed as open until filled. We received 26 applications for the Adult Services Librarian posting and 5 applications for the Outreach Librarian posting. As per a new policy set forth by HR, we have been sent a link to the resumes, with all identifying information redacted. We do not see their name, school history, work history or cover letter. In the past we always received full cover letters, town applications and full resumes. Ms. Canelli explained that we will receive the full packets once we've reported to HR who we have decided to interview. Ms. Montgomery asked why HR would have redacted work and schooling history. Ms. Canelli said it was so that we would not have any bias. Ms. Sampson asked if anyone else has seen this policy in action from other HR departments. No one had. Ms. Canelli noted that the cover letter is a great way to see the applicant's communication skills. Mr. Cheever, Ms. Reed, and Nancy Ling have also been sent the links because they will be involved with the interview process. Ms. Canelli would like to arrange for the first round of interviews to be done within the next few weeks so that someone will be in place in each position by March 1st.

Ms. Canelli reported that due to the increase in curbside appointment requests we will go back to offering curbside on Saturdays after MLK day. We have also been getting a lot of reader's advisory calls recently. Liz Reed and Patty Bailey have been enormously helpful finding books for patrons to request and setting them up with curbside appointments. Ms. Sampson explained that the material expenditure is currently at about 50% spent at mid-year, so she'd like to avoid increasing the caps for material in electronic format for as long as possible, as we saw during the first closure, how quickly those costs begin to climb. DVD circulation is way down as most people are using digital resources. Ms. Canelli will include the 2020 Statistical and Circulation Report with the February packet.

NEW BUSINESS

- (a) Trustee Appointment- Joe Greeley will be taking over the 2 months (Feb and March) of Ms. O’Leary’s remaining term. Ms. Greenwell, marypaz, and Mr. Bodenhofer have expressed interest in running for a 1 year term at the next election. Mr. Hall asked them to introduce themselves. Mr. Bodenhofer is an attorney by trade for Reebok. He has been a Norwood resident for 19 years. He is a Town Meeting member and a voracious reader. marypaz grew up in Norwood. Her first job when she was 16 was as a page at the library. She was hired by the library again just prior to COVID, but was unable to complete her training. Her background is in art, though she has done consulting and worked on multiple strategic plans. She said that she has moved around frequently and always gets a library card right away because it says so much about a town how they fund their library. Ms. Greenwell moved to Norwood 5 years ago. She works for the Mass Dept. of Public Transit. She has a young child, so she was immediately drawn to the library, particularly the children’s programs and the book sale. She feels that the library is a hub of activity for the community and she wants to take this opportunity to give back and ensure our programs and services remain available to the Town residents.

- (d) Simoni Foundation- This portion of the agenda was discussed during Correspondence. There was no further conversation about this topic.

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- none

STAFF/PUBLIC REMARKS

Mr. DeFelice- “The Tattooist of Auschwitz” by Heather Morris. He recommends the audiobook.

Ms. Canelli has not been reading much this month, but has been knitting and watching the news.

Ms. Argyrou- “Untamed” by Glennon Doyle

Ms. Sampson- “The Boy, the Mole, the Fox and the Horse” by Charlie Mackesy. It’s an art book with inspirational phrases. She thinks it would make a wonderful gift.

marypaz- “The Good Good Pig” by Sy Montgomery.

Mr. Cheever- “Caste The Origins of Our Discontents” by Isabel Wilkerson.

Ms. Greenwell- “Americanah” by Chimamanda Ngozi Adichie and “And the People Stayed Home” which is a children’s book by Kitty O’Meara about the COVID-19 pandemic.

Mr. Bodenhofer- “A Woman of No Importance: The Untold Story of the American Spy Who Helped Win World War II” by Sonia Purnell.

TRUSTEE REMARKS

The Board then recommended their latest books.

Ms. Begg- "Peace Is Every Step" by Thich Nhat Hanh. She recommends the audio book.

Ms. Cummings- "The River" by Peter Heller and "Once I Was You: A Memoir of Love and Hate in a Torn America" by Maria Hinojosa.

Ms. Montgomery- "Being Mortal: Medicine and What Matters in the End" by Atul Gawande and "Baker Creek Heirloom Seed Company" which has beautiful photography.

Mr. Michalec has been busy formatting book in Portuguese for his brother in law this month. He has no book recommendations.


Mr. Hall has been working on creating timelines of Norwood's history for the 150th anniversary. He has decided to collect quotes from the literary sources from the year we were founded. He'll be using quotes from "Around the World in Eighty Days" by Jules Verne, "Carmilla" by Sheridan Le Fanu, "Erehwon" by Samuel Butler, "What Katy Did" by Sarah Chauncey Woolsey, "The Princess and the Goblin" by George MacDonald, and "The Gaucho Martín Fierro" by José Hernández.

Mr. Hall reminded everyone that the next meeting of the Trustees will be a joint meeting with the Board of Selectmen on January 26 at 7pm where they will discuss candidates for the remaining months of Leah's term. The next BOLT meeting is Feb 9th, a day after the Ms. Cheever starts.

Ms. Cummings noted that this will be Charlotte's last meeting as Director. We are all so sad to see her go, but so thankful for the last 12 years and all she's done for every person that's walked through the library doors. Ms. Canelli thanked the Board for her gift: a personalized box with a photo of the library on it from Eglomise. Ms. Begg was on the Board when Ms. Canelli was hired, so Charlotte personally thanked her as well for all the memories. Ms. Canelli received a round of applause from the group.

ADJOURNMENT- A motion was made/seconded (Canelli/ Begg) to conclude the meeting. All approved. The meeting was called to end at 9:22pm. All left the room as there was no Executive Session to follow.

Respectfully submitted,



Recording Secretary

