



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

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Clayton Cheever, Library Director

MEETING OF THE BOARD OF LIBRARY TRUSTEES Minutes of the February 09, 2021 Meeting

Trustees: John Hall, Chair; Marguerite Cummings, Vice-Chair; Sarah Begg; George Michalec; Donna Montgomery; Joseph Greeley
Director: Clayton Cheever
Assistant Director: Lydia Sampson
Staff representative present: Katherine Sheehan
Recording Secretary: Casey Argyrou
Others present: Charlotte Canelli

Mr. Hall called the meeting to order at 7:39 p.m. This meeting was recorded and broadcast by Norwood Community Media.

CONSENT AGENDA

This month's packet included minutes of the January 12, 2021 meeting and the executive minutes from the December 15, 2020 BOLT meeting for the Board's approval. A motion was made/seconded (Cummings/Michalec) to approve the Consent Agenda. All voted in roll call to approve the minutes, with the exception of Joseph Greeley who had not yet arrived.

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 Katherine Sheehan.

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- None

OLD BUSINESS

- (a) Noise in the Library and Teen Behavior- Kate Tigue, Head of Youth Services has requested that this item be removed from the BOLT meeting agenda going forward. She feels that it has a negative connotation towards the Library's youth population. There has been very little issue of teen noise and behavior in recent years. Ms. Cummings requested that they maintain an agenda item under Old Business where patron issues could be discussed, though she supported changing the wording. Suggestions for the new title ranged from "Current issues in the Library" to "Non Staff Behavior" to the even more open ended "Patrons in the Library". Mr. Hall suggested that the final decision on the wording be left up to Mr. Cheever when he creates next month's agenda. Mr. Hall also suggested the topic be moved to the end of Old Business. Mr. Greeley arrived at this time.
- (b) Strategic Plan 2022-2026- Mr. Hall met with Bernie Lynch and Ms. Canelli at the end of January about next steps for the 2022 Strategic Plan. Mr. Lynch will be compiling a list of the ideas they discussed and will soon provide Mr. Cheever with a timeline and updated elements. Ms. Canelli has also indicated that the staff would like to have a larger role in the process than they did in years past. Mr. Cheever has not yet heard from Mr. Lynch, but he will reach out to him.
- (c) FY21 Budget and Mid-Year Update- Ms. Canelli included a budget summary for FY21 in this month's packet and Ms. Sampson confirmed that the budget is where we'd like it to be at this point in the year.
- (d) Library Budget 2022- Ms. Canelli joined us at 8pm. The most recent FY22 budget we received from Town took out all of the custodian salaries and facilities expenses. The resulting budget came within \$2,000 of our Material Expenditure Requirement for State Aid. Our MAR needs to be less than our budget, and it needs to be 100% funded by the Town, as passed in Town meeting. Ms. Canelli had requested that our Telephone budget be reinstated, but she was told that telephone invoices would now be paid directly by the Town. Ms. Canelli has submitted the reduced budget to the MBLC so they can recalculate our MAR. The calculations they give us now will not be made official until after our State Aid application is submitted in October. If the Town decides to lower our budget submission, which they often do, we will be below the MAR and have to file a waiver. When doing this, we need to prove that the library is not receiving a larger budget decrease than other Town departments. If it is found that the library did receive greater cuts than other departments, we could run the risk of being decertified, which would leave our patrons without the ability to access material from other libraries for 5 years. On the other hand, if our budget is not reduced further and a 1-2% Cost of Living increase is negotiated by the Union and approved in Town meeting, we will be able to meet our MAR without filing a waiver. We are expecting about \$41k from State Aid this year. This is the best year for State Aid since 2009. Mr. Hall thinks the approach we should take when convincing the Town not to reduce our budget further is to explain that we could essentially lose out on \$40K in funding if we are denied the \$10K we are requesting from the Town to meet our MAR. We have never been decertified, and we don't ever want to be. Mr. Hall suggested Mr. Greeley be added to Board Finance Committee with Ms. Cummings and Ms. Montgomery. Mr. Greeley accepted the assignment, and he said he is happy to act as a liaison with the Town Finance Commission as he is a former FINCOM member.

REPORTS

- (a) Programming Report- Nothing was discussed beyond what was included in the February packet.
- (b) Maintenance Report-Nothing was discussed beyond what was included in the February packet.
- (c) Personnel Report- Mr. Hall asked for an update on the open Adult Services and Outreach positions. Ms. Sampson reported that the process was delayed until Mr. Cheever could start on February 8th, but there have been a reasonable amount of applicants selected to interview for the Adult Services position. There were far fewer applications for the Outreach position, so it will be up to Mr. Cheever to decide if he feels that we need to reopen the search. Ms. Sampson has received word that the Union has reached out to Molly Kean about finalizing a timeline for negotiations. They are planning for a late February start date, but nothing has been formally scheduled. A motion was made/seconded (Begg/Montgomery) to move to executive session to discuss contract negotiations of non-union personnel at the end of the meeting just prior to adjournment. It was voted in roll call. All approved.
- (d) FOL- Ms. Sampson reported that the Friends have purchased a lock box so they can restart book sales on the honor system. Ms. Argyrou will be periodically emptying and depositing collected money to the Friend's account. The Library received a check for \$173 from Better World Books, which is funded by donating withdrawn books and books not sold by the Friends. The Friends are also planning their third Chateau fundraiser on Saint Patrick's Day.

NEW BUSINESS

- (a) Annual Report for 2020 Draft- The final submission of the 2020 Annual Report is due by the end of February. Ms. Canelli's draft was included in this month's packet for Board review. The Board agreed to get their edits to Mr. Cheever by Friday and he will make the final submission.
- (b) Circulation and Library Statistics 2020- Ms. Cummings said it looks like it was a lot of work and it looked great.
- (c) Candidates Seeking Election to Board- Mr. Michalec reported that he will be submitting his completed papers to Town Hall this week. Shannon Greenwell and marypaz have also pulled papers and should be submitting them soon. marypaz has resigned from her position at the Library in order to run for a seat on the Board. Ms. Montgomery asked if the Board should be responsible for creating a rule /bylaw about soliciting signatures while working inside the library. Ms. Cummings confirmed that you cannot conduct political activity inside the library while you are working. You cannot use undue influence to obtain signatures. If an employee were to be elected to the Board they would need to reclude themselves on certain votes involving departmental or personnel issues. This could cause issues should the board need a quorum. There would also be an ethical issue. The Board member would not be able to discuss board items with their colleagues and vice versa. Ms. Cummings suggested we add a line to the Trustee bylaws that we stand by the state regulation. Mr. Hall asked Ms. Cummings to write up her suggestions for that wording and present them at the next meeting.

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- none

STAFF/PUBLIC REMARKS and TRUSTEE REMARLS- Mr. Hall decided to combine staff and trustee remarks for this meeting. He called on people to discuss what they had been reading in order of the faces on his screen.

Ms. Argyrou- "One Day in December" by Josie Silver

Mr. Michalec- "Marvel Avengers: The Ultimate Character Guide" by Alan Cowsill

Ms. Cummings- "Shuggie Bain" by Douglas Stuart

Ms. Sheehan- "The Survivors" by Jane Harper

Ms. Montgomery- "The Talented Miss Farwell" by Emily Gray Tedrowe

Mr. Cheever- "Birth of a Dream Weaver: A Writer's Awakening" by Ngũgĩ wa Thiong'o and "Odessa" by Jonathan Hill

Ms. Sampson- "American Predator" by Maureen Callahan

Mr. Greeley- "Dare to Fly: Simple Lessons in Never Giving Up" by Martha McSally. He also recommended a Netflix movie called "The Dig", based on a book by John Preston.

Ms. Begg- "Laudato Si': On Care for Our Common Home" by Pope Francis and "Inside the Yoga Sutras: A Comprehensive Sourcebook for the Study & Practice of Patanjali's Yoga Sutras" by Jaganath Carrera

Ms. Canelli- "The Residence: Inside the Private World of the White House" by Kate Andersen Brower

Mr. Hall- "The Other History of the DC Universe (series)" by John Ridley

At 9:11 a motion was made/seconded (Begg/ Montgomery) to move into executive session for the purposes of discussing contract negotiation that cannot be discussed in open session.

ADJOURNMENT- The Board returned to Open Session for the purpose of adjournment at 9:59 pm. A motion was made/seconded (Begg/Michalec) to conclude the meeting. It was approved unanimously via roll call.

Respectfully submitted,



Recording Secretary