



**Library Board of Trustees**

*John Hall, Chair  
Marguerite Cummings, Vice-Chair  
Sarah Begg  
George Michalec  
Donna Montgomery  
Sheri McLeish*

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

Clayton Cheever, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Minutes of April 13, 2021 Meeting**

Trustees: John Hall, Chair; Marguerite Cummings, Vice-Chair (absent); Sarah Begg; George Michalec; Donna Montgomery; Sheri McLeish  
Director: Clayton Cheever  
Assistant Director: Lydia Sampson  
Staff representative present: Michele DeGrazio, Hilary Umbreit  
Recording Secretary: Casey Argyrou

Mr. Hall called the meeting to order at 7:33 p.m. This meeting was recorded and broadcast by Norwood Community Media.

**CONSENT AGENDA**

This month's packet included minutes of the March 09, 2021 minutes for the Board's approval. A motion was made/seconded (Begg/ Montgomery) to approve the Consent Agenda items. All voted in roll call to approve the minutes, which passed without opposition. Ms. McLeish abstained from voting as this was her first meeting with the Board.

**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 welcomed Ind. Umbreit who joined the Library staff as Adult Services Librarian at the beginning of April. The Board also welcomed their newest Trustee Ms. McLeish, who was elected for a one year term as a Library Trustee earlier this week. Mr. Michalec and Ms. Begg were also re-elected for three year terms. Ms. DeGrazio, the staff representative for the meeting, is currently the Head of Circulation. She has worked for the library in varying roles for the past 50 years. She shared her memories of the Sastavickas family, who were long time patrons of the library. After Viola Sastavickas

passed away her family established a scholarship in her name for current and former employees and volunteers of the library to use for professional development. The award was originally \$500 a year and this year it has been increased to \$1,000. The library is currently accepting applications, and the winner will be announced in June.

CORRESPONDENCE- none

#### OLD BUSINESS

- (a) FY21 and FY22 Library Budget Updates- Our FY21 budget is on track. Mr. Cheever has been working with the Massachusetts Board of Library Commissioners to recalculate our Municipal Appropriation Requirement for FY22. As it currently stands, the Library's FY22 municipal budget should be sufficient to meet requirements for State Aid. The budget has been approved by FINCOM, and Mr. Cheever will present a short Zoom presentation on Wednesday, April 28 about the many resources and services the Library offers. In the past the Board has attended the FINCOM meeting to justify their budget request, but that was not requested this year. The Board has been invited to attend the presentation on April 28 Mr. Cheever will be answering any questions, but Mr. Hall urged the Board to make themselves available to advocate on behalf of the Library at the presentation and at Town Meeting, which will start on Monday, May 10. Mr. Hall suggested that the May BOLT meeting be moved to May 4<sup>th</sup> so the Board can meet once more to prepare themselves before Town Meeting. Ms. Montgomery agreed that that meeting could be moved, but she was worried we might not get the reports in advance. Ms. Begg reminded the Board that the packet does not need to be voted on, so they don't necessarily need it before the meeting. Mr. Cheever could send the minutes to approve, then send the rest of the packet the following week (similar to the practice over the summer months when the Board doesn't meet). Mr. Michalec also agreed that he would prefer the meeting be moved to the week before Town Meeting. Ms. McLeish also has no issue with moving the meeting date, but she asked what day the Library budget will be discussed in Town Meeting. Mr. Hall clarified that the Town intends to cover the whole budget on May 10, and that the Capital portion of Town Meeting has been pushed to the Fall meeting.
- (b) Patrons in the Library- More patrons are regularly being welcomed into the library, but demand remains for curbside service. The Library staff will be fully vaccinated on or before May 5 (two weeks after the second dose was administered to all interested staff by the Norwood Health Department). There are plans to offer further expansion of library services the following week. The greeter desk has been moved to prevent unsafe crowding in the Children's Room and is staffed during peak times. Patrons are familiar now with the Covid policies and procedures, and the library has not come close capacity limits. Public occupancy of the Children's Room is limited to no more than six people at a time, with the exception of staff. A pair of stanchions will be deployed soon to help patrons visualize what 6 feet of physical distancing looks like. Everyone is still required to wear a properly fitted mask at all times. People who do not comply with mask requirements will be asked to leave the library. Everyone's safety is taken very seriously.

- (c) Strategic Plan- Mr. Cheever spoke with Rob Favini, Head of Library Advisory and Development for the Massachusetts Board of Library Commissioners, and they will be sending written confirmation of our one year filing extension. Mr. Cheever shared a presentation about the community research that he, Mr. Lynch, and Ms. Sampson have been working on this past month. Mr. Cheever showed charts detailing the percentages of various demographics in Norwood (age, ethnicity, geographic location, etc). He then compared these charts to the make-up of the current Strategic Planning Committee as a way of identifying where there may be some gaps in representation. He requested that the Board reach out to him privately with any suggestions they may have for people to approach about joining the committee. Ideally, he would like to see the final committee be 12-15 candidates representing as many facets of Norwood as possible. Ms. McLeish asked what the time commitment would be to join the committee. Mr. Cheever explained it will be 3 meetings over 1 year. Each meeting will likely be about 4 hours on a Saturday.

#### REPORTS

- (a) Personnel Report- There are a few new faces on staff this month. Hilary Umbreit was brought on as the new Adult Services Librarian. There are also two new part time staff members, Ferdia O'Carroll (Page) and Joseph Mello (Custodian). The Outreach position previously filled by Nancy Ling will be moved under Adult Services. Mr. Cheever is working with HR to revise the job description and repost. He will also be reposting the 10 hours/week Assistant Technology librarian position that was previously held by Allison Smith.
- (b) Programming Report - Online programming facilitated by Zoom continues, and new options are continually being explored. Ms. Sampson shared that some fun new items have recently been added to the Library of Things, including a Bluetooth speaker and older tech like a slide projector and a stand-alone DVD player. An EMF reader for ghost hunting has also been added. The Library of Things is a collection of objects, tools, appliances, games and electronics that library users can borrow and take home. [The full list](#) is on the library website, and available in the [online catalog](#). There's [a photo album of the Library of Things on the Library Facebook page](#). Mr. Cheever also shared that the passport and notary staff at the Library have been very busy recently, seeing higher numbers than seen in some time. The postal service and the passport processing centers are still experiencing some significant delays, so everyone in need of a passport is urged to make an appointment as soon as possible.
- (c) Maintenance Report- There was a small leak and an alarm was triggered this past Saturday due to a failing compression part, but all has been repaired. A rain gauge has been installed on the flat roof which will help to transmit data about the amount of rain falling in Norwood. Everyone was glad to welcome the return of the beloved grandfather clock that had been in the repair shop since last September. The Reading Room mantle clock is still out for repair.
- (d) Friends of the Library- The Chateau fundraiser on March 17 raised \$269. Friend's carts are offering Books for sale near the parking lot doors. About \$80 has been collected from these sales so far. The display will be expanded to include a few more carts shortly. Now that the Greeter

desk has been moved there is some more room in the entryway. The Friends have been discussing an outdoor book sale, but key members of the Friends were unable to make the last meeting, so the subject will be revisited at the next meeting.

#### NEW BUSINESS

- (a) The MBLC has been holding 1 hour info sessions called “Deep Dives”. Ms. Cummings attended one on Board Recruitment, and she really found it interesting and helpful. She hopes that others will look into attending some.

SEARCH WARRANTS - none

MISCELLANEOUS ADVISORIES - none

STAFF/PUBLIC REMARKS and Trustee remarks- Mr. Hall decided to combine staff and trustee remarks in order of the faces on his screen.

Mr. Cheever- “Ready Player Two” by Ernest Cline and “A Libertarian Walks Into a Bear: The Utopian Plot to Liberate an American Town (And Some Bears)” by Matthew Hongoltz-Hetling

Ms. Argyrou- “The Kitchen Front” by Jennifer Ryan

Ms. McLeish- “A Promised Land” by Barack Obama and Life in the Fasting Lane by Eve Mayer, Jason Fung, and Megan Ramos

Ms. Begg- “The Lost Art of Scripture” by Karen Armstrong

Ms. Sampson- No recommendation this month as she’s in the midst of selling and buying a house!

Ms. Montgomery- “The Ministry of Common Sense: How to Eliminate Bureaucratic Red Tape, Bad Excuses, and Corporate BS” by Martin Lindstrom and Marshall Goldsmith

Ms. DeGrazio- “The Greatest Beer Run Ever: A Memoir of Friendship, Loyalty, and War” by John “Chick” Donohue and J. T. Molloy

Ms. Flaherty- “Olive, Again” by Elizabeth Strout

Mr. Michalec- “Loki: Where Mischief Lies” by Mackenzi Lee and Stephanie Hans

Mr. Hall- “The Other History of the DC Universe, Volume 3” by John Ridley

Mr. Hall asked for votes by hand to see who was in favor of moving the May meeting to the 4<sup>th</sup>. Mr. Cheever confirmed that the packet will be sent later, with the exception of the consent

agenda which will be available for the May 4 meeting. All present raised their hand in favor of moving the meeting.

ADJOURNMENT- A motion was made/ seconded (Begg/Michalec) to conclude the meeting. All approved. The meeting was called to end at 9:12pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Casey Argyron". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Recording Secretary