



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

www.norwoodlibrary.org

Clayton Cheever, Library Director

MEETING OF THE BOARD OF LIBRARY TRUSTEES Minutes of October 12, 2021 Meeting

Trustees: Sarah Begg, Chair; Marguerite Cummings, Vice-Chair; John Hall; George Michalec; Donna Montgomery; Sheri McLeish
Director: Clayton Cheever
Assistant Director: Lydia Sampson
Staff representative: Page Supervisor Joanne Rabbitt
Recording Secretary: Casey Argyrou

Ms. Begg called the meeting to order at 5:59 p.m. The meeting was not recorded or broadcast.

CONSENT AGENDA

This month's packet included minutes of the September 14, 2021 minutes for the Board's approval. A motion was made/seconded (Montgomery/ Michalec) to approve the Consent Agenda items. All voted by a show of hands, and they were unanimously approved.

FINANCIAL REPORT: FY22 Budget Report; FY22 Special Funds Report, FY22 Revolving Fund Report; FY22 Incidentals.

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 Brian DeFelice, who will be leaving the library later this month to join the Scituate Public Library as Assistant Director. The Board commended Mr. DeFelice on all of his hard work over the past few years, noting his achievements of finding tech solutions during the pandemic which allowed the Board and staff to meet remotely and continue to serve the public through Zoom, Ref Chat, and Curbside scheduling. He helped the Library while working alongside leaders at Town Hall, Norwood Community Media and elsewhere in the community, broadening the reach and standing of the Library. Mr. DeFelice thanked the Board and library staff, saying that it was a difficult decision to leave, and that he has enjoyed his time in Norwood immensely.

The Board welcomed Lydia Sampson to speak, not in her usual role as Assistant Director, but rather in her role as Head of the Technical Services Department. Ms. Sampson describes Tech Services as "all of the invisible

work that needs to happen behind the scenes before an item can go on the shelves". Tech Services is involved in ordering items, unloading items, putting on barcodes, updating catalogs, and finally monitoring the use and (occasionally) abuse of material. They also handle the acquisition and cataloging of electronic material. One of their most unique challenges is managing the ever growing Library of Things, which is one of the largest collections of non-book materials in the Minuteman Library Network. Ms. Sampson and her team have recently created a [visual catalog using Pinterest](#) to help patrons view the many items available in our Library of Things. Lydia's team also maintains hard copy lists and storage information for each item at all of the public desks to assist staff and patrons to find what they desire. From packaging to creative cataloging, the Technical Services Department is constantly thinking of innovative ways to improve the patron experience.

Each department team member is cross trained, and each member also has specialized knowledge. Patty Bailey handles receiving, invoicing, and attaching items to the catalog. She also selects and orders the fiction section and audiobook section. She goes above and beyond as the head of the Turn the Page Book Club and she pioneered the Norwood 101 program. Irene Gotovich does receiving, cataloging, and attaching. She specializes in AV materials and Library of Things. She does a lot of brainstorming of packaging to make sure items are sturdy and well- labeled. Kate Sheehan works half time at Circulation. She does a lot of physical processing: wrapping, labeling, etc. She also manages the periodicals. Fran Dalton is a long time library employee, who covers books as a part time retired employee now. The 3rd floor has also become a good resource for Norwood info, as a few of the members have lived and worked in Norwood for many years. Ms. Cummings thanked Ms. Sampson on behalf of the board for her exceptional work as Department Head and Assistant Director.

CORRESPONDENCE- This month's packet contained official correspondence from the MBLC approving a one year extension of the Strategic Plan. There were also two letters of patron support and a confirmation letter that the State Aid application was approved.

OLD BUSINESS

(a) Trustee Bylaws & Library Policies

Ms. Begg reopened this discussion, and Ms. Cummings sought clarification if the full board would be reviewing the bylaws and policies or if it would just be the Ad Hoc Committee. Mr. Hall explained that, as he understood from last month's meeting, the Ad Hoc committee would be responsible for reviewing and updating the bylaws, and the initial revision work of the policies would be done by Library staff, with review by the Ad Hoc. Mr. Cheever added that a firm clarification of the bylaws would be needed before a proper review of the policies could occur.

The board discussed a timeline for edits. It was decided that Mr. Cheever would provide the Board with the Trustee Bylaws in a Google Doc that they could each make suggested edits to no later than Thursday, October 28. The Ad Hoc Committee would then meet to review the edits prior to the November Trustees Meeting. Ms. Montgomery also suggested that Mr. Cheever allow Library staff to also offer their updates to the bylaws. Ms. McLeish expressed that she hopes the Board will aim to not over specify the bylaws. Keeping them as simple as possible will leave flexibility for review and interpretation in the future.

(b) Strategic Plan 2022-2026

Four dates have been scheduled for Community Listening Forums. Surveys are being circulated and Mr. Cheever has begun to receive some responses. He hopes that interested people will attend at least one listening session and fill out the survey, so that the Strategic Planning Committee can have as much feedback from the widest population as possible.

(c) Patrons in the Library

A minor incident at the Library made the police blotter this month. No one was injured and there was no damage to Library property.

REPORTS

(a) Personnel Report & Contract Negotiations- The library's Junior Custodian is out on workers comp, and there is not yet an expected date of return. Collective Bargaining Agreement negotiations are still ongoing. They are confidential, and nothing in the last round requires a Trustee vote.

(b) Programming Report- Library staff are still putting out exciting programming in varying formats for patrons (in person, virtual and hybrid). They are using patron feedback to determine which format their patrons prefer the most, and they are focusing the majority of their energy toward that end.

(c) Maintenance & Repair- Two cars drove into railings around the library this past month. No one has been injured and the building has not been damaged in any way. Facilities is working to repair the front entrance door that required some upkeep due to age and natural wear.

(d) Friends of the Library- The Friends of the Library made \$525 in sales on Norwood Day. They are having a book sale Oct 21-25th. They hope to also plan a speaking engagement for some time in the winter. As part of an initiative to celebrate Friends of the Library groups, the MBLC are accepting letters from libraries who wish to nominate their Friends group for national recognition and a \$250 award. A motion was made and seconded (Montgomery/McLeish) to nominate the Friends of the Library for this award. Ms. Cummings volunteered to write the letter, and she will send it to the Trustees for review and editing and then she will submit it. All voted by show of hands and the motion was approved unanimously.

NEW BUSINESS- none

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- none

STAFF AND TRUSTEES REMARKS- Trustee book recommendations have now been added to the "Staff Picks" newsletter that Patty Baily creates monthly. When submitting a recommendation, include a star rating with your review.

Mr. Hall asked what items will be discussed at Town meeting that will affect the Library. Mr. Cheever explained that the paint project that was previously included in the Capital Outlay plan for this year has been

put on hold until Facilities can do a full review of the Library's needs.

Ms. Begg asked if the Trustees could agree to meet at 6:30 for the next two meetings due to a scheduling conflict she had. A motion was made and seconded (Montgomery/Michalec) to move the meeting to 6:30pm for November and December. All approved by show of hands.

The next scheduled meeting of the Trustees will be November 09, 2021 at 6:30 p.m.. The meeting on December 14 will start at the same time.

ADJOURNMENT- Cummings/Hall moved to adjourn. Ms. Begg called the meeting to an end at 7:08pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Casey Argyron". The signature is written in dark ink and is positioned above the typed name.

Recording Secretary