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Clayton Cheever, Library Director

**Library Board of Trustees**

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**DRAFT Minutes of June 08, 2021 Meeting, conducted via Zoom**

Trustees: John Hall, Chair (absent); Marguerite Cummings, Vice-Chair; Sarah Begg; George Michalec; Donna Montgomery; Sheri McLeish

Director: Clayton Cheever

Assistant Director: Lydia Sampson

Staff representative present: Kate Tigie

Recording Secretary: Casey Argyrou

Ms. Cummings called the meeting to order at 7:32 p.m. This meeting was recorded and broadcast by NCM.

**CONSENT AGENDA**

This month's packet included minutes of the May 11, 2021 minutes for the Board's approval. A motion was made/seconded (Montgomery/Michalec) to approve the Consent Agenda items. All voted in roll call to approve the minutes, and they were approved unanimously. Every year during the June meeting, the Board elects its Chair and Vice Chair and assigns members to the three subcommittees: Finance, Personnel and Ad Hoc. Trustees will remain in these roles for the entire year (June-May). A motion was made/seconded (Montgomery/Cummings) to nominate Ms. Begg as Chair of the Board for the 2021-2022 year. Mr. Hall, who was unable to attend the meeting in person, sent word through Ms. Cummings that he was in full support of Ms. Begg taking over as Chair. All voted in roll call, and the nomination was approved unanimously. A motion was made/seconded (Begg/Montgomery) to nominate Ms. Cummings to continue her role as Vice Chair. All approved in roll call. Ms. Cummings asked Ms. Begg to take over the meeting and the process of appointing the subcommittees. Ms. Montgomery asked how many committees each member could be on. Ms. Begg explained that they could be on all three if they wanted, but it was recommended that they be on one or two. The Board discussed their current appointments and whether they would prefer to stay on a committee or change to another.

It was unanimously decided that this year's committees would be staffed as follows: Personnel:

- Ms. Begg (staying on)

- Mr. Michalec (staying on)
- Ms. Montgomery (new appointment)

Finance:

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- Ms. Montgomery (staying on)
- Ms. McLeish (new appointment)
- Ms. Cummings (staying on)

Ad Hoc

- Mr. Michalec (staying on)
- Ms. Cummings (new appointment)
- Mr. Hall (new appointment)
- Ms. McLeish (new appointment).

Ms. Cummings will continue to serve as the liaison to the Friends of the Library.

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 Kate Tigie to talk about Youth Services. Most recently, the Children's Department has been occupied with addressing feedback from patrons regarding the Library's June programming for Pride Month. Much of the response has been overwhelmingly positive and registration numbers have been strong, but some feel that we should not be having these programs. Ms. Tigie thanked Mr. Cheever and the staff at Adult Services for helping to field calls and offer support. Ms. Tigie provided the feedback to our presenters so they are aware of the Norwood community.

The other recent focus of the Children's Department has been on reopening the Children's room for in person use. They've started putting out some toys and other items that were purchased with the Mind in the Making grant, and the custodial staff will be installing a new play house soon. Dina Delic has set up a wonderful book display for Pride Month. Ms. Tigie has been participating in the library's "Space Force" to address space use issues in the library, and they will be making some changes to where portions of the Children's collection are stored and displayed.

Summer Programming is very exciting this year, as children can begin to congregate safely. The Library Summer Reading program will be offered again this year. There will be reading beads and other incentives to bring children back into the Library. Outdoor programming will consist of Pop Up Library and Pop Up Craft programs at the town elementary schools and Recreation Department Play Camps. Staff will also be teaming up with Norwood Public Schools for the "Summer Matters" program for Title 1 summer enrichment to help get kids signed up for library cards. Ms. Begg asked if there was still a capacity cap in the Children's room or other rooms in the library. Ms. Tigie confirmed there are no capacity or time limits in the library anymore. Mr. Cheever reminded everyone that it is strongly recommended that anyone who is not vaccinated, especially children, remain masked. Everyone on staff is vaccinated, and it is up to staff members if they chose to mask or not.

## CORRESPONDENCE

Mr. Cheever included a summary of patron feedback in the packet, as there was significantly more of it than in previous months. There was a mix of positive and negative feedback. Mr. Cheever encouraged everyone to

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read through the summary. He also wanted to draw attention to a note in the circulation packet from a patron who thanked Library Department of Circulation Supervisor Michele DeGrazio for her exceptional customer service. She opened the door early to a patron who was confused by our schedule and she personally pulled the patron's items for her even though we had not yet opened for the day. The patron sent a letter and a nice donation to the Library. Mr. Cheever wanted to note that all staff have been seen to go the extra mile for patrons. The library staff loves the positive feedback, but they also accept criticism. There is a comment box for patrons to submit feedback, which the Director goes through regularly.

## OLD BUSINESS

- (a) FY21 and FY22 Library Budget Updates- Mr. Cheever reported that staff has been furiously spending down the remaining budget in preparation for the new fiscal year. The material expenditure for FY21 will be easily met, especially now that it's been recalculated. Coincidentally, the end of the fiscal year has coincided with publishers releasing a bounty of new material. The Technical Services Department has been working tirelessly to process all of the new material and reconcile invoices. Ms. Sampson shared that one of the new additions is a large Manga collection which has been cultivated by Children's librarian Dina Delic. Manga can be a challenge to catalog, but it's been fun to see something new coming in.
- (b) Patrons in the Library- The open hours for the library have recently been increased to include more evening hours for patrons to access the Library. Curbside service is still available by appointment only during all hours that the library is open. Appointments must be scheduled 24 hours in advance. Those who do not schedule a curbside appointment will be able to pick up their items on the hold shelf. The Literacy Volunteers of MA have not been given the green light to meet in person yet, so there is still greater availability for patrons to access library study rooms. Adult Services is still offering Browse Bundles and Youth Services will continue to offer Mystery Bundles on various topics. Both services have been well received and will be continued for the foreseeable future. The Children's Mystery Bundles are geared mostly toward the youngest patrons, including items from the Picture Book collection. Grade school children looking for Easy Reader or chapter book recommendations will be better served by using [the recommendation form on the website](#).
- (c) Overdue Fines- Because of the influx in correspondence this past month, Mr. Cheever was not able to write up a formal proposal for eliminating fines. The library will continue to waive fines, as they have done throughout the pandemic until a more detailed plan can be written. The Board agreed that they are happy to delay consideration of a more in depth plan until September.
- (d) Strategic Planning- Ms. Sampson and Mr. Cheever have been meeting regularly with consultant Bernie Lynch, and staff will be working on the strategic plan as part of their Staff Development Day on June 11. A consultant from Mass Library Systems will join them to facilitate a SOAR exercise. Mr. Cheever also thanked the Board for their input and suggestions of potential members for the Strategic

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- (a) Personnel Report- No meetings have been scheduled yet to begin union contract negotiations. The Town has recently hired a consultant to help out Human Resources, while HR Director Molly Kean is out on leave. The transfer of building maintenance to Town Wide Facilities is going smoothly. They will take over the library's facilities budget on July 1. The budget and the Library's material expenditure requirements have already been recalculated, and the Library will not need to file a waiver when completing this year's State Aid application.
- (b) Programming - Mr. Cheever referenced the feedback summary he included in the packet, and reminded the Board that they are still receiving commentary on a daily basis. He will send packet information with updates over the summer, even though the board doesn't meet again until September. Ms. Montgomery asked if the Board could meet in July or August should they need to. Ms. Begg confirmed that the Board could meet whenever they need to, as long as open meeting laws are followed. Mr. Cheever will be keeping tabs on how open meeting law may change in the coming months as COVID policies change. The Board may not be able to meet on Zoom going forward. Ms. Begg asked how the Board feels about meeting in person in September. Mr. Cheever offered that the Board could meet in the Simoni room if the Trustees room is too small. All raised their hands to show they would be comfortable having meetings in person, and that more conversation about the location could occur in September. Ms. McLeish asked if public attendees would still be accommodated in person. Ms. Begg confirmed that all of the meetings are open, and most are recorded (both video and audio), except when they go into executive session.
- (c) Maintenance - The library's elevator passed inspection. It was down last week, but it was repaired on the same day. Mr. Cheever is working with Purchasing and Facilities to obtain a quote for interior painting, which will be part of the Capital Outlay project of the next year. The books will need to be removed. Shelves will be disassembled and reassembled after the painting is complete. The AC has been turned on and is cooling the building. One of the trees in the front of the building has died and needed to be removed. The other trees and the stump have been treated. There is some masonry in the Children's department that needs to be repaired before the painting project can begin. The Library will be closed on Friday, June 11 for Staff Development Day. On that day the custodial staff will be building the play house for Children's and working on projects around the library including heavy cleaning.
- (d) Sastavickas scholarship - A number of impressive applications were submitted this year for the Sastavickas Scholarship. Mr. Hall, Mr. Cheever, and Ms. Tigue have reviewed the applicants and selected Khushi Shah as this year's recipient. She has been involved in the library since she was in middle school. She started as a volunteer in the Children's room, and now she is a page and a senior in Norwood high. Ms. Shah is an incredible writer and very well rounded. She will be going to Northeastern in the fall. A motion was made/seconded (McLeish/Michalec) to approve Ms. Shah as this year's recipient. All voted in roll call, and it was approved unanimously. All of the other applicants are encouraged to apply again in future years. Current and former employees of the

Library are eligible for this scholarship.

- (e) Friends of the Library - Ms. Cummings reported that the Friends are planning a book sale for sometime in October, and they are planning some author events and fundraisers for the fall. The Friends will meet tomorrow, and they will be holding their Board elections by July 1. They are looking for someone to take over as Membership Chair. This is a wonderful opportunity to join the Friends. The Friends have raised about \$350 this month in sales from the book cart, and they have seen an increase in donations from the community in support of the programs the Friends funded for Pride Month. Ms. Begg thanked the Friends for allowing the Library to continue to offer inclusive and diverse programming.

#### NEW BUSINESS

Ms. Montgomery acknowledged Mr. Hall and thanked him for his service this past year. They were sorry he was unable to join in tonight's meeting, but the Board looks forward to his return in September.

Ms. Cummings requested that each member of the Board read through the current bylaws and policies. She would like to see a subcommittee established in the fall to review and rewrite the policies and bylaws and establish a review process and timeline. It was suggested that Ad Hoc be the committee that starts this, and all amendments will be addressed over the course of a few meetings and be voted on appropriately. Ms. Begg requested this be added to New Business for the September meeting.

SEARCH WARRANTS - none

MISCELLANEOUS ADVISORIES - none

STAFF/PUBLIC REMARKS and TRUSTEE REMARKS - Ms. Begg proposed waiving the monthly Reader's Advisory discussion due to the length of the meeting and all voted by show of hands in favor. The next meeting is for Tuesday, September 14. Mr. Cheever will be in touch about how and where the Board will meet. Ms. Montgomery asked if the meeting could be earlier in the day. Ms. Begg shared that the current bylaws don't specify a required time of day for the Board to meet. Ms. Montgomery asked that Mr. Cheever send out a survey to find out about schedule availability prior to the September meeting.

ADJOURNMENT - A motion was made/seconded (Montgomery/McLeish) to conclude the meeting. All approved by roll call vote. The meeting ended at 8:55pm.

Respectfully submitted,



Recording Secretary