



Morrill Memorial Library

www.norwoodLibrary.org

Clayton Cheever, Library Director

Library Board of Trustees

Sarah Begg, Chair

Marguerite Cummings, Vice-Chair

John Hall

George Michalec

Donna Montgomery

Sheri McLeish

**MEETING OF THE BOARD OF LIBRARY TRUSTEES
Minutes of November 09, 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 (absent)

Staff representative present: Kirstie David, Literacy & Outreach Services

Recording Secretary: Casey Argyrou

Ms. Begg called the meeting to order at 6:35 p.m. The meeting was recorded and broadcast by NCM.

CONSENT AGENDA

This month's packet included minutes of the October 12, 2021 minutes for the Board's approval. A motion was made/seconded (Hall/Montgomery) to approve the Consent Agenda items. All voted by a show of hands, and they were unanimously approved.

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

DIRECTOR'S REPORT: Director's Advocacy/Marketing Report; Assistant Director Activities; Facilities Update; Departmental Reports; Publicity and News Releases

WELCOME AND INVITATION TO SPEAK

DEPARTMENT HEAD REPORTS

The Board welcomed Kirstie David, a full time librarian on staff who splits her time between the library's Outreach and Literacy Departments. Ms. David talked about an unexpected intersection of these departments. Occasionally the healthcare workers she meets at Outreach deliveries do not speak English as their primary language, and as such, a few of them have become students and tutors of the Literacy Department. Ms. David noted that the Outreach Department has not been fully staffed since January 2021. Due to the pandemic and that staffing shortage, they've needed to discontinue some services like some book clubs, the essay contest etc. During this time, they have continued to deliver to the homebound, and they service five satellite book depositories at long term care facilities. Ms. David acknowledged the tremendous help she has received from part time staff member Marg Corjay and the full and part time custodial staff who have been helping to prepare shipments and do pick up and drop offs for the book depositories.

The Literacy Department had to drastically change its offerings as well, as they were forced to go entirely

remote during the pandemic. They were only able to allow students and tutors back into the library a few months ago, and they are currently working to get their in-person hours back up to where they were pre-pandemic. Ms. McLeish asked if Ms. David has noticed any change in trends for what people are asking for. Ms. David was happy to report that a few of her seniors have begun requesting material in electronic format so they can read on their kindles and tablets. She is so happy to see her patrons taking advantage of all the Library has to offer, even from the comfort of their own home. Ms. David will be attending a reader's advisory roundtable on historical fiction to better make selections for her patrons that enjoy that genre. She also spoke about another patron who is passionate about Westerns. He has read every Western the library owns, and is always looking for new titles. Patty Baily has been extremely helpful in finding him new things to read. Mr. Hall also suggested checking out annual genre awards. Ms. David thanked Mr. Hall for the suggestion. Mr. Cheever thanked Ms. David for carrying the Outreach Department this past year.

REPORTS

(a) Personnel Report & Contract Negotiation

The union contract has been agreed upon unanimously by the staff and Town. The Town is still compiling the final contract and collecting all appropriate signatures, but everything that was negotiated has been agreed upon and, and all parties feel as though the agreement was mutually beneficial. Mr. Cheever and a team of selected Department Heads and Ms. Sampson are in the middle of filling the vacant Head of Technology and Information Services position. They have several strong candidates and hope to have someone in place soon. Mr. Cheever is also working to find a solution to the custodial staffing shortage. The Junior Custodian has been out on workers comp since August, and he will likely be out for at least another 6-8 months. Mr. Cheever and the Head of Facilities have decided to post a temporary full time benefited position in hopes of finding an internal candidate to cover Mr. Cirillo's role until he can return. The last outstanding vacancy is the Outreach Librarian who will work alongside Ms. David. Mr. Cheever plans to expand this position to support the goals of the Adult Services department to increase access to underserved members of the Norwood community, as well as to increase staff availability for providing services within the library. He will engage with the Personnel Committee as plans develop.

(b) Programming

During the meeting, Adult Services was hosting a hybrid (in person and virtual) program entitled "Improving Mental Health While Understanding the State of the World." They also re-started the Musical Sundays program series this past weekend. They have decided to drastically reduce the capacity for in person programs in order to allow for physical distancing of the attendees. As a result, they are seeing large wait lists for these programs. The Circulation Department has begun offering Norwood 150th merchandise for sale at the Circ desk. Profits from these sales go to the Norwood 150th Planning Committee. They are selling ornaments, coffee mugs, bags, pint glasses, and Patricia Fanning's book "Keeping the Past: Norwood at 150." Mr. Hall is also a member of the Norwood 150th Planning Committee, so he will be working with the library team to advertise and promote the merchandise.

(c) Maintenance & Repair

The heat has been turned on, so there will be no way to cool the building until the spring. There was a bookshelf that came away from the wall. Custodians roped off the area, and were able to re-anchor the shelf. The Facilities budget relating to the Library was approved at Town Meeting. Facilities will be paying

to do an evaluation of our building to address the leaks in the stonework and any other existing conditions before addressing painting and other cosmetic needs.

(d) Friends of the Library

The Friends of the Library book sale brought in almost \$1,400, and every month the book carts in the entryway continue to bring in money. Ms. Cummings sent in a letter of acknowledgement of the Friends to the MBLC for their Celebrating Friends of the Library award contest. The awards will be granted in December. The next Friends meeting will be December 1 at 7:30 p.m. at Napper Tandy's. They will also be doing a fundraiser with Jake and Joes, but the date has not been determined yet (since the meeting, the date was set as Tuesday, November 30. The Friends will be hosting medium Cathy Ripley Greene at the library on January 27. Limited registration will begin November 26.

CORRESPONDENCE

This month's packet contained an email of patron appreciation for Reference Librarian Hilary Umbreit, the posting email for the vacant Head of Technology and Information Services position, and a card and letter from the family of a patron who had graciously named the Library in their last Will and Testament, however after the family had closed out the patron's estate, no money remained to donate to the Library. The packet also contained a letter from Anne Phillips requesting use of the parking lot for the Girl Scout Norwood Service Unit to sell their cookies during the month of December through March on Sunday mornings. The board discussed the pros and cons of allowing outside groups to use the library parking lot, and the majority of the Board had concerns that if they were to allow one group to do it, they would have to make it available to everyone who requested it. The Board allowed the Girl Scouts to use the parking lot last year, but at that time, the library was not open to the public, and the Girl Scouts had no other place to offer non-contact cookie sales. This year is a very different case. Ms. McLeish was outspoken about wanting to say yes, on the basis that the Girl Scouts were a reputable group that had successfully used the space before without cause for concern. Ms. Cummings asked Ms. Begg why the Scouts were asking for the parking lot again when they could potentially go back to selling outside of grocery stores as they had done in years past. Ms. Begg clarified that the Scouts do in fact have other options, but they wanted to ask the Library in order to keep the option open. Ms. Begg asked if she understood correctly that as a whole, the Board was not in favor of allowing the Girl Scouts use of the parking lot this year. All agreed, and no formal vote was needed. Mr. Cheever agreed to respond back to Ms. Phillips to alert her of their decision.

OLD BUSINESS

(a) Trustee Bylaws & Library Policies

The trustees have provided their suggestions for edits to the Trustee Bylaws by way of a google doc. The Ad Hoc Committee has not yet met to review these edits. Ms. Cummings asked for a review of Open Meeting Law as it pertains to subcommittees. Ms. Begg confirmed that that subcommittees are subject to Open Meeting Law, and as such, all meetings must be posted with the Town Clerk, must have an agenda, and must have written notes which will be kept on file. The Chair and the Library Director should be notified about subcommittee meetings. When discussing sensitive material, a subcommittee can post an announcement of an Open Meeting with the sole item on the agenda being an Executive Session, with a cited reason for such session. Once the Open Meeting has commenced the group may immediately shift into Executive Session to discuss the issues at hand and then return to Open Session for the purpose of adjournment. Ms. Begg also reminded the Board that the Director's evaluation will need to be done soon in Open Meeting. Ms. Begg will be reaching out to schedule that, and in turn, the Ad Hoc Committee will find a time to meet to discuss the bylaw updates.

Mr. Cheever drew the Board's attention to the revised borrowing policy he included in the packet. This policy reflects the vote at the previous board meeting to eliminate fines. This draft includes some updates to the DVD loan rules. Summer Reading titles and Speed Reads still require a quick turnover, so although there will be no late fees, they will not auto-renew. The loan rules for Museum passes have also changed. A patron can still be charged a fee for not picking up a pass, but they will no longer be limited only to Norwood residents. The Policy also specifies "Renewals conditional on available copies. Other limitations and exceptions may apply." This condition would allow the Director to apply limitation or exception to the fine free policy in the event that an item becomes in such high demand that limitations were required in order to keep the items in circulation (potentially hotspots, certain items in the Library of Things, and other such materials). Mr. Michalec asked how a change in loan rules will be reflected to a patron. Mr. Cheever said that labels on the items will be changed and the loan rules in the computer system are updated which will be reflected on the patron's check out slip in the form of the item's due date. Ms. Montgomery found issue with the line stating "All materials checked out in Norwood are subject to our loan periods and fines with the exception of items acquired through ILL or other means beyond the Minuteman Library Network, which are subject to the rules of the owning institution." The intent of the line is to imply that any item checked out in Norwood that is either owned by the Morrill Memorial Library or any other library in the Minuteman Library Network will be fine free and follow the loan rules outlined in this policy. The owning library's fine policy and loan rules would be superseded, which is consistent to the policy of the entire Minuteman Library Network. Ms. Montgomery asked that the line be rewritten for better clarity. Mr. Michalec asked if the Library would be advertising these changes. Mr. Cheever said that he does plan to advertise this change, but not until the wording of the policy has been approved by the Board. He asked the Board to send suggestions for rewriting that line, and they can be reviewed in the "Old Business" portion of the December Board meeting.

(b) Strategic Plan 2022-2026

There have been four community listening sessions which were run by Bernie Lynch. Mr. Cheever did not attend these sessions so that the attendees would feel comfortable sharing openly with an unbiased third party. Ms. Montgomery asked about how the paper surveys were distributed. Mr. Cheever explained that they have been given out at Circulation with checked out material, they are available at Town Hall, the Recreation Department, and the Council on Aging, and they've been handed out at passport and notary appointments and onsite and offsite programming events. The online or paper surveys can be submitted for one more week. So far, there have been 216 electronic responses, and Mr. Cheever has a stack of paper copies that will need to be recorded. The next committee meeting is planned for early December.

(c) Patrons in the Library

Patrons are continuing to return to the library!

NEW BUSINESS

No new business was brought to the meeting.

SEARCH WARRANTS

The library has not been served with any search warrants since the last Trustees' meeting.

MISCELLANEOUS ADVISORIES

No miscellaneous advisories have been issued or received since the last Trustees' meeting.

STAFF AND TRUSTEES REMARKS

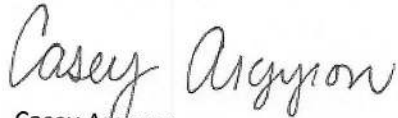
Trustee book recommendations will be added to November's "Staff Picks" list. Ms. Montgomery noted that the Library website had not been updated with the Board meeting minutes for a few months. Mr. Cheever said he will make sure that is updated.

The next scheduled meeting of the Trustees will be December 14, 2021 at 6:30.

ADJOURNMENT

A motion was made and seconded (Cummings/Montgomery) to adjourn. Ms. Begg called the meeting to an end at 7:48pm.

Respectfully submitted,



Casey Argyrou
Recording Secretary

