



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 December 14, 2021 Meeting

Trustees: Sarah Begg Chair; Marguerite Cummings, Vice-Chair; John Hall; George Michalec; Sheri McLeish; and Donna Montgomery.

Staff: Clayton Cheever, Director; Lydia Sampson, Assistant Director; Carla Howard, Head of Media and Marketing; and Casey Argyrou, Recording Secretary.

Ms. Begg called the meeting to order at 6:38 p.m. The meeting was recorded and broadcast by NCM. Two members of the board joined remotely via Zoom (Mr. Hall and Ms. Montgomery), and the rest met in person.

CONSENT AGENDA

This month's packet included minutes of the November 09, 2021 minutes for the Board's approval. A motion was made/seconded (Hall/Michalec) to approve the Consent Agenda items. All voted by roll call, 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 Carla Howard, Senior Circulation Assistant and Media/Marketing Assistant. Ms. Howard focused on promoting the library's digital databases and streaming services this year, as so many people were working and learning from home. She also promotes positivity by posting multiple feel good images throughout the week. Recently, she has teamed with NCM and the Town Marketing Department to help advertise and promote Library, Town, and Community events. Ms. Howard is also a student pursuing her Master's Degree in Library Science. Mr. Hall asked Ms. Howard if she has noticed a shift in trends in regard to patron's usage of print versus digital content. Ms. Howard deferred to Ms. Sampson who tracks usage of the Library's collection. Ms. Sampson reported that use of e-books, databases, and streaming has significantly gone up, but it does not exceed the use of print material. She also added that

use of DVDs and CDs have drastically declined. Mr. Hall asked if she feels that this trend will hold true. Mr. Cheever and Ms. Sampson agreed that now that patrons have adapted to using electronic format material, they will likely continue to use it, though the rate of increase will level off.

REPORTS

(a) Personnel Report & Contract Updates

James Perlman will be joining the library staff as Head of Technology and Information Services in January. He previously worked in IT at the Shrewsbury Public Library and Harvard. Once Mr. Perlman has settled in, he'll be working with Mr. Cheever and HR to fill the part time Technology Librarian position, which was previously held by Allison Smith. A part time Generalist Librarian position has also been posted. This position will be for 12 hours a week, and will support coverage in Adult Services and Children's. Resumes will be accepted through the end of the month. The revised job description for Outreach Librarian, which was previously a part time position held by Nancy Ling, will go before the Personnel Board next month. It will now be a full time position under the umbrella of Adult Services. The Collective Bargaining Agreement has been negotiated and agreed upon, though there has been some delay in signing the final documents.

(b) Programming Report

Adult Services will be hosting a Craft Supply Stash Share on January 8 as part of their Sustainability Series. On January 12 Diane Godfrey who runs the podcast *All Rise* will be doing a virtual True Crime program. The library will be offering a second virtual program with Hank Phillip Ryan, this time with mystery writer Alafair S. Burke on January 24. The Friends of the Library are hosting an in person program with medium Cathy Ripley Greene on January 27. Adult Services will also be partnering with some other libraries in February to offer a virtual conversation with Trevon Martin's mother for Black History Month. Ms. Montgomery clarified that the Stash Share will be completely free, and Ms. Begg reminded everyone that you don't need to bring anything in order to take stuff home from the Stash Share. Ms. McLeish asked Mr. Cheever if he has seen any trends in participation of person versus virtual programming. Mr. Cheever reported that it varies by department as the Children's Department has seen a higher demand for in person programming, but in Adult Services where people were previously asking for more in person programming, the actual attendance is quite the opposite. Ms. McLeish asked if virtual programs are recorded and made available to view at a later date. Mr. Cheever said that they are recording as many as possible, and making them available on the Library's YouTube page. It is always done with the express consent of the program presenters.

(c) Maintenance & Repair

Sean from Town IT was in the Library this week to repair the security camera system. They have been back on line to public safety for some time, but as of today certain staff members have been given access to view them from their laptops. Ms. Cummings asked if the cameras were working when the gentleman fell on our staff entrance steps last week. Footage is not available of this accident. In maintenance personnel news, Facilities posted an internal position for a Full Time Temporary Junior Custodian to cover Tony Cirillo's schedule while he is out on Workers Compensation, and Linda Smith-Pungitore accepted the position and began in the Library last Tuesday. Mr. Cheever added that

the Library is happy and lucky to have her. She has been wonderful and incredibly thorough.

(d) Friends of the Library

Ms. Sampson reported that the fundraiser with Jake and Joe's earned \$125. The book cart continues to earn money monthly. The Friends hope to plan a program that will coincide with Norwood 150th. Mr. Hall said that he would like to see a program on accessing local history resources. Ms. Sampson and Brian DeFelice had offered just such a program before the pandemic, so she may be able to re-run that program if there is enough interest. Ms. Cummings added that the Friends are planning on doing a spring book sale, but they are looking for new members to help out. Ms. Begg asked if the annual membership drive will be going out with the Electric Light bill. Ms. Cummings confirmed that it will, and she urged everyone to join and check the box saying that they want to be an active member and to add their email address so they can be notified about things going on.

CORRESPONDENCE

Mr. Cheever received the annual contribution from Simoni Fund to the Monahan fund. It was hand delivered today, and thus not included in the packet. Thank you notes will be issued expressly.

OLD BUSINESS

(a) Trustee Bylaws & Library Policies

Ms. Cummings met with Mr. Cheever to go over the corrections and revisions that the Ad Hoc committee suggested. Ms. Cummings thanked Ms. McLeish and Mr. Michalec on their efforts to correct the grammatical and syntax errors in the bylaws. Ms. Cummings read the amendments the Ad Hoc Committee decided on. A detailed list of changes was included in the December BoLT packet. Ms. Begg asked for clarification regarding the process of electing a replacement should there be an unexpected vacancy on the Board. It was clarified that in the event of a vacancy, the Board will provide a named suggestion to the Board of Selectmen within one month of the open spot, and then the members of the Select Board along with the remaining members of the Trustees will jointly vote on the replacement. Should the Trustees neglect to provide a name, the choice will be made by the Select Board alone. The other item in discussion was as to whether or not the bylaws should reference MGL Chapter 78, Section 34 in which "The Board must execute a written employment contract with an employee of the library outlining the basic conditions of employment." Mr. Cheever expressed that Town management would prefer that line not be included in the Trustee Bylaws, but he agreed to bring the question to Town Council for more clarity. Ms. Begg added this item to old business in hopes that Mr. Cheever could provide more information during the January meeting. Mr. Cheever then drew everyone's attention to the revised borrowing policy. Everyone accepted the line change regarding items from other libraries. The line is now written as "All materials borrowed at the Morrill Memorial Library from the library's own collection or that of any other library within the Minuteman Library Network (MLN) are subject to the rules defined in this policy. Materials borrowed from outside MLN are subject to the rules of the owning institution." A motion was made/seconded (Hall/Montgomery) to adopt the new borrowing policy. All voted in roll call, and it was approved unanimously. The Library is now Fine Free. Ms. Begg asked what the next policy up for review will be. Mr. Cheever said he will include the documentation for the next policy in the next board packet so

everyone can read it in advance.

(b) Strategic Plan 2022-2026

The next meeting of the Strategic Planning Committee has been delayed into the New Year until after a focus group can be arranged and held at the High School to gain more feedback strictly from Norwood Youth, whose responses to the town wide survey were minimal. In the meantime, Bernie Lynch and his team are working to compile the data gathered from the 313 surveys and the patron feedback that was captured on white boards in the Library lobby over the past few months.

(c) Patrons in the Library

There was an incident over the past week in which a gentleman experiencing homelessness had fallen in the staff entryway, but he had left before police arrived . Covid numbers are continuing to rise. The Town has communicated that there will be no mask mandate, but residents are urged to continue to mask indoors, get vaccinated, and get their boosters on time.

NEW BUSINESS

No new business was raised at the meeting.

SEARCH WARRANTS

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

MISCELLANEOUS ADVISORIES

There were no miscellaneous advisories reported.

STAFF AND TRUSTEES REMARKS

The Trustee book recommendations will be added to December's "Staff Picks" list. Mr. Cheever asked everyone to continue sending in their suggestions. The book tree was lit this past week, and the staff enjoyed a small Holiday breakfast on the 10th. The Library will be open on Christmas Eve from 9am-12pm and closed Christmas Day. New Year's Eve the library will be open from 10am-5pm and closed New Year's Day. It will be open both Sundays with regular hours. Ms. Begg asked for input on the meeting start time going forward. Ms. Begg, Mr. Michalec, and Ms. Montgomery expressed that the 6:30pm start time is preferable to 7pm or 6pm. Ms. Cummings and Mr. Hall said any time is fine. It was agreed that the January meeting would be at 6:30pm. The next scheduled Trustee meeting is January 11, 2021 at 6:30 p.m..

ADJOURNMENT

A motion was made and seconded (Montgomery/McLeish) to adjourn. Votes were taken by roll call, and all voted to adjourn. Happy Holidays and Happy New Year to all. Ms. Begg called the meeting to an end at 7:47 p.m.

Respectfully submitted,


Recording Secretary