



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 January 11, 2021 Meeting

Trustees: Sarah Begg (Chair), Marguerite Cummings (Vice-Chair), John Hall, George Michalec, Donna Montgomery, and Sheri McLeish
Director: Clayton Cheever
Assistant Director: Lydia Sampson
Staff representative present: James Perlman
Recording Secretary: Casey Argyrou

Ms. Begg called the meeting to order at 6:34 p.m.

CONSENT AGENDA

This month's packet included minutes of the December 14, 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. Mr. Cheever drew the attention of the Board to the letter of thanks from Stuart Plumer included in the packet for the annual donation from the Simoni Foundation, which helps support the Monahan Fund. Ms. Begg and Mr. Cheever have also sent out a letter thanking the Chairman of the Simoni Foundation. Mr. Cheever shared that the Library has received this year's State Aid award, and the detailed breakdown of what was received was included in the packet. Ms. Montgomery asked for clarification on what the abbreviated columns in chart meant. Mr. Cheever said he will find out and email that information to the Board. The columns that were unclear were LIG \$, MEG \$, and NRC \$. These stand for the three types of State Aid that the MBLC administers under the umbrella term "State Aid". They are abbreviations for the following:

- Library Incentive Grant (LIG \$): disbursed to all certified municipalities based on their population. Encourages municipalities to support and improve public library service.
- Municipal Equalization Grant (MEG \$): disbursed to all certified municipalities using a calculation based on the state lottery formula. Compensates for disparities among municipal funding capacities.
- Nonresident Circulation Offset (NRC \$): disbursed to offset additional costs to municipalities whose libraries circulate materials to patrons of other certified Massachusetts municipalities.

Ms. Montgomery also noted that in the Assistant Director report about the hotspots, it should read 3 batches of 10, not 10 batches of 10. Mr. Cheever confirmed this was a typo. As the Trustee Finance Committee met this week to review the proposed FY23 budget, Mr. Hall asked that the members of that committee be named for public record. The Finance Committee includes Ms. McLeish, Ms. Montgomery, and Ms. Cummings. Mr. Hall asked if the Board as a whole was ever asked to approve

the budget in the past. Ms. Cummings confirmed that the Board did not ever approve the budget, only the Finance Committee. The budget will be made available to the board after it has been presented to the Town and approved in Town Meeting. Mr. Hall asked for a reminder on what the MAR means. Mr. Cheever explained that MAR stands for Municipal Appropriation Requirement. The state requires each annual budget be at least 2.5% greater than the average of the last 3 years' municipal appropriations. There is also a Material Acquisitions Requirement that means the Library in a community Norwood's size is required to spend 13% of their municipal appropriation on material that can be shared with all public library patrons statewide. Ms. Begg opened the floor to any other questions about the packet, and there were no more.

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 James Perlman, the new Head of Technology and Information Services. Mr. Perlman had his first day on staff less than a week ago. He has extensive knowledge of IT, network operations, and digital cataloging and preservation. He worked at the Shrewsbury Public Library and at Harvard in IT and libraries before joining the Morrill Memorial Library. His immediate plans for the Library are to address the current print challenges and improve the outdated and disorganized library website. Ms. Begg welcomed Mr. Perlman and then asked the members of the Board to introduce themselves. Everyone was very happy to hear about his background and experience and how he will help the library and the town in the future. Mr. Perlman will be reaching out to the Town and School IT Department Heads Mark Redlich and Joe Kidd, and he offered his expertise in digital preservation to the Norwood Sesquicentennial Committee should they need his assistance. Ms. Begg added that occasionally the Board also needs help with their devices. Mr. Perlman said he'd be happy to help.

REPORTS

- (a) Personnel Report & Contract Updates- The Personnel Committee met today with Mr. Cheever to review the job descriptions that will go before the Personnel Board Jan 19th. The Part Time Outreach position, previously held by Nancy Ling will now be a full time position under the umbrella of Adult Services, supervised by Liz Reed. The other position is an expanded and reclassified position of Generalist Librarian who will help out covering Children's and Reference as well as Media and Marketing. In terms of the union contract, it was noticed that there were some incorrect salary figures in the agreement, so town HR will recalculate these and the Agreement will be updated.
- (b) Programming Report- Mr. Cheever reported that the Friends Program with Cathy Ripley Green which was slated for the end of the month, has been postponed until Covid numbers have gone down. Adult patrons have been preferring more virtual programming, but families have been requesting in person

programming for children who have been unable to socialize throughout the pandemic. The Children's Department has begun offering a series of in-person story times and activities, and so far they have been well received and well attended. There are still many options for remote programming for both children and adults, and for those that do come into the library, there are masks available. Patrons can also reach library staff over the phone and via online Chat, and they still have the ability to schedule curbside pick-up for their held material. Mr. Cheever thanked everyone who is visiting the library for wearing their masks and taking care of each other.

- (c) Maintenance & Repair- There was some old water damage discovered in the compact storage area, but there appears to be no current leaking. Mr. Cheever has made the Facilities Dept. aware of the areas and they will repair them in time. There are various long term planning of projects that will need to be addressed, but no urgent issues.
- (d) Friends of the Library- The Friends did not have a meeting this month, so there was no new information to report. Mr. Cheever said that the book cart sales are still going well and the library is receiving quite a few checks for the Friends in response to the electric bill membership drive. Ms. Cummings encouraged all of the Trustees to sign up to join the Friends.

CORRESPONDENCE- See the packet for correspondence on this year's State Aid award and the Simoni Fund contribution. The staff also received various gifts of tea and chocolate and many kind words of appreciation over the holiday season.

OLD BUSINESS

- (a) Trustee Bylaws & Library Policies- The unresolved issue regarding Trustee Bylaws was a question of contracts, specifically who is responsible for entering into them with new employees. The Board wished to include wording in their bylaws stating that they [the Board] will enter into contracts with all new employees. Mr. Mazzucco has expressly communicated that it is the duty of the Town to enter into these contracts, not the Board of Trustees. Ms. Cummings explained that the Ad Hoc Committee has decided not to pursue this further, as they are confident that it will not be an issue going forward for the Town to manage contracts with Library employees. The previous issue of two library employees falling into something of a grey area between the Union Contract and the Town's Non-Union agreement has been addressed and rectified. It is unlikely a similar situation would happen again. The final version of the bylaws will be put together by Ms. Cummings for review of the Board next month. Ms. Sampson stated that all staff are grateful for the support of the Board. Mr. Cheever asked that the Board review the Gift Policy which was included in this month's packet. All revisions should be sent to him prior to the February meeting.
- (b) Strategic Plan 2022-2026- The next meeting of the Strategic Planning Committee has been delayed until a focus group of Norwood youth can be coordinated with Norwood High. Ms. Begg asked if they'll be moving forward in a virtual format instead of in person. Mr. Cheever said that all options are open. He feels that it will be likely that people would feel more safe meeting virtually, but options can be discussed when the timeline is more clear.

- (c) Patrons in the Library- People are still coming in and enjoying library services. There have been some technical issues in tracking foot-traffic, but it does appear as though patron interaction and circulation remain strong. The people counters will be repaired and mounted again soon.

NEW BUSINESS- Ms. Montgomery requested the Board be made aware of House Bill H4120: "An Act Modernizing library access to electronic books and digital audiobooks." This bill addresses issues in limitations on ebooks to libraries. Ms. Montgomery asked if the Board would be willing to write a letter to State Representative John Rogers offering our support of this bill. Ms. Begg asked if Ms. Montgomery will be writing this letter, or if she wanted Ms. Begg and Mr. Cheever to write it. Ms. Montgomery did hope that it would be written by Mr. Cheever and Ms. Begg and the Board could review it before sending it out. Mr. Cheever shared that the bill was written as a response to an article written by the director of the Newton Public Library, who he would like to reach out to before any steps are taken. He also shared that some amendments have been proposed, and the bill may be changing soon. Mr. Cheever asked that the Board act in alliance with the whole consortium and wait until a greater consensus is reached before writing in support. Ms. Begg agreed and said she will be in communication with the Board about any updates on this matter.

SEARCH WARRANTS- none

MISCELLANEOUS ADVISORIES- none

STAFF AND TRUSTEES REMARKS- Trustee book suggestions will again be included in the Staff Picks list. Ms. Begg reported that the Norwood 150th merch items will no longer be sold at the library because most of the inventory was sold out during First Night, however tickets to the Norwood 150th ice skating show "Celebration on Ice" can still be purchased at the Library. Ms. Montgomery asked if the Library still has Covid test kits available for patrons. Unfortunately the entire stock the library received was distributed within two days. There has been no opportunity to receive more.

The next scheduled meeting of the Trustees will be February 8, 2021 at 6:30. The Board will be joined by Head of Adult Services, Liz Reed.

ADJOURNMENT- A motion was made and seconded (Hall/Cummings) to adjourn. The Board voted in roll call to adjourn, and it was unanimously approved. Ms. Begg thanked Mr. Perlman again for joining staff and she wished Mr. Cheever happy birthday. The meeting was called to an end at 7:31pm.

Respectfully submitted,



Recording Secretary