



Morrill Memorial Library

[www.norwoodLibrary.org](http://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*

**BOARD OF LIBRARY TRUSTEES  
Minutes of April 12, 2022 Meeting**

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

Staff: Clayton Cheever, Director; Lydia Sampson, Assistant Director; Norma Logan, Staff representative; Casey Argrou, Recording Secretary

Ms. Begg called the meeting to order at 5:33 p.m. The meeting was recorded, and broadcast by NCM.

**CONSENT AGENDA**

This month's packet included minutes of the March 08, 2022 meeting for the Board's approval. A motion was made/seconded (McLeish/Montgomery) to approve the Consent Agenda items. All voted by a show of hands, and the Consent Agenda was 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 REPORT**

The Board welcomed Norma Logan, Head of Literacy Services. Ms. Logan last met with the Board in May, 2020. At that time, the literacy program was still in lockdown and tutors and students were only able to meet virtually. Ms. Logan expressed how proud she is of the students and tutors for their resiliency and dedication to education over these past two years. She told a story of a recent student from El Salvador who was with the literacy program through three tutors. In the last year he was able to achieve citizenship, receive his master electrician's license, and start his own business. He is a great example of the impact the literacy department can have. Ms. Logan was happy to share that students are now able to meet in person again at the library, though currently 50% of students and tutors continue to meet remotely. All tutor trainings and orientations are still being held remotely. Ms. Logan attended a volunteer fair at the Balch school this past week and will be attending a community fair in Walpole in May to spread the word about literacy services and recruit new volunteers and students. Ms. Logan thanked Mr. Cheever and the Board for their continued support of the program. Ms. Cummings is currently a Literacy tutor, and she expressed how vital Ms. Logan is to the program and how grateful she is to be a part of it. Anyone

Interested in receiving services or becoming a tutor should email [nlogan@Minlib.net](mailto:nlogan@Minlib.net) or call 781-769-0200 x5 to reach the Literacy department. Ms. Logan will be running a new tutor orientation via Zoom on Thursday, April 14 at 6:30 p.m.. Potential tutors must complete an orientation session before enrolling in tutor training, which consists of 17 hours of training, broken up into 2 ½ hour sessions on Tuesdays and Thursdays. Mr. Cheever thanked Ms. Logan and expressed his gratitude for the program and the tutors who volunteer their time to this valuable cause.

## REPORTS

- (a) Personnel Report & Contract Updates- Darshana Merchant, the new Adult Services Librarian: Outreach Specialist will be starting on Monday, April 25. Two members of the Tech Services team have announced intentions to retire this year. Fran Dalton who works part time in Tech Services and Irene Gotovich, who is a full-time employee, will both be retiring at the end of June. They have each worked for the library for more than three decades. There is also a part time member of the circulation staff Geraldine Harrold who will be retiring at the end of April. Gerri will continue in her role as a Literacy tutor. The facilities contract has not yet been signed, so the custodial staff will remain on the Library contract until there is a signed agreement.
- (b) Programming Report- Adult Services has announced a move toward more in person programs. The Friends hosted medium Cathy Ripley Green on April 7. There were 54 people in attendance in the Simoni room, which was the maximum possible attendance. The Children's Department is seeing large numbers at their story times so they have implemented a ticketing system to limit capacity. Attendance is limited to the first 15 families who arrive. Staff are adding another story time to the events calendar to address demand. In April, youth services will be offering a Peeps diorama contest and a build a gnome home program. This summer there are plans for an outdoor story time series, a dog agility program, and the ever popular Summer Reading program.
- (c) Maintenance & Repair- The building is in stable condition. There have been no leaks in the past month, though there are still some capital issues that will need to be addressed. Custodial staff have been scraping some chipping paint in the Children's program room. The library Magnolia trees will be in peak bloom in the next day or so.
- (d) Friends of the Library- The Friends will be hosting sports writer Dan Shaughnessy at the Norwood Theater on Thursday, May 5. Guests will be asked to donate \$10 at the door. Friends President Dan Corzilius has announced he will not be running for re-election, so the Friends are looking for new leadership. Mr. Corzilius will stay on as a member of the Friends to assist the new President during the transition. They are also looking for volunteers to handle membership tracking and someone to manage their presence on social media. A Friends' book sale is scheduled for May 20-22 in the Simoni room of the Library. The Friends book carts brought in \$315 from 3/9-3/29, bringing the total income for 2022 to \$1,368. Book donations and other media can be brought to the Circulation desk any time during the library's open hours. Donations should be in good condition and it is helpful when individual donations are limited to 2-3 boxes or bags at a time due to storage constraints. Donations should not be deposited into the outdoor book drop, but rather brought into the library and given to someone at the main desk during regular library hours. Ms. Cummings requested that going forward,

the Friends be clearly thanked on press materials for library programs that the Friends have sponsored. Mr. Cheever said he will make sure this practice continues.

CORRESPONDENCE- Mr. Cheever included in this month's packet various letters from patrons praising the library staff. A patron wrote in thanking the children's staff for their pop up library at the Cleveland school; a patron wrote in commending the Reference staff, and a patron wrote in to thank Dina Delic for help at the Children's desk. The Norwood Woman's Club and Evening Garden Club also separately wrote letters of appreciation along with monetary donations to the Library. There was a letter of approval from the Board of Selectmen for the Library to have use of the Bond Street Tot Lot for the High Flying Dogs program in July. There were two emails from the MLA Legislative Committee regarding HB4120, some info from ALA about the recent uptick in book banning, the FY23 Legislative Agenda, and a letter from Mr. Cheever himself asking the Board for their support in reaching out to state legislators (Michael Rush and John Rogers) in support of next year's State Aid budget which approved annually in May. The Board asked Mr. Cheever to write a letter asking other Town Departments to reach out in support as well. It was decided that Ms. Begg would sign it as the Chair of the Board.

#### OLD BUSINESS

- (a) Support request from Bill O'Donnell, Register of Deeds: Mr. Cheever reported that Mr. O'Donnell is still trying to secure additional funding for an open IT position. Mr. O'Donnell told Mr. Cheever that he is grateful for the great support he has received from the Norwood Board of Selectmen, especially Helen Donohue. In light of this recent news, Ms. Begg asked the Board if anyone felt they needed to offer more to this cause. Mr. Michalec expressed his opinion that support from Norwood's Select Board should be sufficient, and that the Library has very little connection to this issue. Everyone agreed that no further actions needed to be taken by the library.
- (b) MA H4120- This house bill is still being reviewed in committee until at least June. Mr. Cheever encouraged the Board to wait to speak out in support once they see how it has changed. Mr. Cheever will continue to seek out updates about this issue, and he will keep the Board abreast. This item will stay on the agenda as old business for next month.
- (c) Trustee Bylaws & Library Policies: Last month the Board approved the Trustee bylaws, so Mr. Cheever suggested that the bylaws be removed from this agenda item next month. The next policies Mr. Cheever will be asking the Board to review will be "Collection Development" and "Programs and Partnerships". He did not have new drafts to present at this time.
- (d) Strategic Plan 2022-2026- The Community Strategic Planning Steering Committee met for their third and final meeting at the end of March. They revised the library mission and vision statements and decided on five priorities for the library to proceed with. The next steps will be for library staff to meet and determine actionable and quantifiable goals and objectives relating to these priorities.
- (e) Patrons in the Library- Many patrons are returning to the Library, as seen by door counts and circulation statistics. Many people were drawn to the Art in Bloom display that was presented in collaboration with the Evening Garden Club. Patty Bailey's program Norwood 101 happened again last week to great success. Many people who came to the library for the first time commented on how

lovely the building is. Ms. Montgomery suggested that Mr. Cheever film a building tour with Norwood Community Media (NCM) to highlight the beauty of the building and introduce the staff. Mr. Cheever already records monthly spotlights with NCM on the goings on at the Library, and he will work with our partners there to explore additional promotional opportunities.

NEW BUSINESS- none.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES- none.

STAFF AND TRUSTEES REMARKS- Trustee book suggestions will again be included in the Staff Picks list. The next scheduled meeting of the Trustees will be Tuesday May 10, 2022 at 6:30 with Kate Tigue from Youth Services.

ADJOURNMENT- A motion was made and seconded (Hall/Cummings) to adjourn. All approved by show of hands, and Ms. Begg called the meeting to an end at 6:29 p.m..

Respectfully submitted,

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

Recording Secretary