



**Library Board of Trustees**  
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Marguerite Cummings, Vice-Chair  
John Hall  
George Michalec  
Donna Montgomery  
Sheri McLeish

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Clayton Cheever, Library Director

## **MEETING OF THE BOARD OF LIBRARY TRUSTEES Minutes of May 10, 2022 Meeting**

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

Director: Clayton Cheever

Assistant Director: Lydia Sampson

Staff representative present: Kate Tigie

Recording Secretary: Casey Argyrou

In Ms. Begg's absence, Ms. Cummings chaired the meeting with Mr. Cheever's assistance. The meeting was called to order at 6:35 p.m. The meeting was held remotely and recorded via Zoom.

### **CONSENT AGENDA**

This month's packet included minutes of the April 12, 2022 meeting for the Board's approval. A motion was made/seconded (Cummings/McLeish) to approve the Consent Agenda items. All voted by roll call, and they were approved unanimously.

**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 the library's newest employee Darshana Merchant, Adult Services Librarian/Outreach Specialist. The role of Adult Services Librarian/Outreach Specialist is a brand new one for the Library, and Ms. Merchant stepped into the role at the end of April. Mr. Cheever expressed how happy the staff is to have her, and he asked that the Board to reach out to Ms. Merchant on their own time to meet her and learn about the wonderful things she'll be bringing to the table. Ms. Cummings welcomed Ms. Merchant on behalf of the Board, adding that she was excited to see how Ms. Merchant develops this new expanded role. The Board then welcomed Head of Youth Services, Kate Tigie who was serving at this month's union representative. Ms. Tigie reported that in-person youth programming resumed in January, and the Children's department continues to be very busy. The take home craft kits

are still a big hit among Norwood families, with over 2,000 kits having been given out since the inception of the program. To keep up with the demand for in person story times, Children's staff will continue to offer story times at limited capacity through the spring. Shortly after, they will gear up for the Summer Reading Program which will feature a return to the bead reward plan patrons have enjoyed in the past. Staffing at Children's has recently changed slightly, with Dina Delic taking on a lot more in-person programming and Nicole Guerra-Coon taking over planning and preparing the take home kits and managing the display area along the back wall of the department. Carla Howard also transitioned into her new role as Generalist Librarian, taking turns covering both Children's and Reference and continuing to provide graphics and promotion for all library programming. Ms. Tigie shared that the Strategic Planning Committee has chosen Early Literacy as one of five priorities that will be the focus of the next Strategic Plan. Ms. McLeish asked Ms. Tigie how programming will change should Covid numbers continue to rise. Ms. Tigie reported that they are planning a large array of outdoor programming at the Bond Street Tot Lot for those that are more comfortable outside. Indoor programming will continue as well with capacity limited by a ticketing system (no more than 15 families per program). As an added precaution, all indoor programs are held in the Simoni room with the windows open to allow for the greatest amount of space and air circulation. Mr. Cheever is also in regular touch with the Norwood Health Department to make sure the library is acting in accordance with the rest of the town. Mr. Cheever shared that he was recently added to the Children's Department email distribution list, and he's been delighted to see the photos that families have been sending in of their children's art from the take home kits. He also enjoyed seeing the photos from the recent Peeps Diorama contest that was put on by Children's and Adult Services. Patrons who registered were able to pick up a kit of supplies and create a literary themed diorama with Peeps. The photos were then voted on, and the winners were awarded a prize. The Library continues to set the bar high for fun and interesting programming.

#### REPORTS

- (a) Personnel Report & Contract Updates- Mr. Cheever will be reaching out to the Trustees Personnel Committee soon to review a new job description for the Tech Services department. Ms. Tigie will also be reviewing it as union rep before it is presented to Human Resources.
- (b) Programming Report – Mr. Cheever talked about recent and upcoming programs of note. On Thursday 5/12 there will be a virtual program called *Allyship on Turtle Island* offering tips on being a better ally to Indigenous People. Last night, Adult Services held an in person program about Social Security which 50 people attended. This was the first of a four part finance series in partnership with the Walpole Library. The Friends of the Library will be holding their biannual book sale 5/20-5/22, and the Library will offer a pop up as part of the Pride Picnic run by both the Town and Progress Norwood on 6/4 or 6/10 (RAIN DATE). Interested patrons should reach out to the library or watch The Morrill Moment on NCM to hear more about these programs. Mr. Hall asked about the Library's plans for Juneteenth, and Mr. Cheever assured him the Library will be taking part in Norwood's first annual Juneteenth Celebration on June 18<sup>th</sup> from 11-2pm.
- (c) Maintenance & Repair- The library is due for its annual elevator inspection. The current inspection certificate is good until the end of the month. The inspection will occur at 8am to limit any

disruptions to elevator access for patrons.

- (d) Friends of the Library- The friends hosted Dan Shaughnessy at the Norwood Theater. About 30 people attended and just over \$300 was donated that night. People who attended were very thankful and said that Mr. Shaughnessy was a great speaker. Book cart sales for April were \$316. The Circulation desk is seeing an increase of book donations coming in for the Friends book sale which will be held May 20-22. The next meeting of the Friends will be tomorrow at Napper Tandy's in Norwood. Mr. Hall asked if the Friends are looking for any particular type of donations, and Ms. Cummings reported that all genres are appreciated, given they are fairly recent and in good condition. Cookbooks and children's books tend to go fastest, and paperbacks are generally more popular than hardcover. Ms. McLeish asked where people should bring donations, and if puzzles or games can be donated. Ms. Cummings said that puzzles and games are appreciated, and all donations can be brought to Circulation or they can be put into the outdoor book drop. Ms. Cummings requested that people don't bring many boxes or bags at once, and if you put them into the book drop, please write on the bag that it is a donation. Mr. Cheever also noted that the Friends have been credited on the advertisements for the programs he talked about earlier in the meeting. The Friends are still looking for a new president and someone to help with social media promotion. Interested parties should reach out to library staff.

CORRESPONDENCE- The Library received a contribution from the Norwood Women's Committee to be used toward the museum pass program. The library is thankful for the continued support of local organizations. Ms. McLeish asked for an update on the ongoing Hoopla/Midwest tape collection development issue. Mr. Cheever currently serves as a member of the Intellectual Freedom Committee for MLA, and as such he reached out to other librarians across the state to join him in a conversation with Midwest Tape at the ALA Convention in Portland. Many representatives from many libraries attended the meeting and made it clear to Midwest that they had a responsibility to do better with their collection development, and that many librarians felt as though Midwest had acted in the interest of money in lieu of ethical oversight of their collection. Mr. Cheever will continue to meet with reps from Midwest to see how they change their collection development going forward. Ms. McLeish was happy that the Norwood Library made the decision to give Midwest a chance to rectify their mistake, rather than pulling the catalog entirely because they do offer a lot of wonderful material for patrons. Mr. Hall suggested Adult Services look into hosting a program with Brianna Woo, who was the victim of one of the earliest cyber attacks by a group that developed and used cyber techniques on adversaries, including hacking the algorithms used by a science fiction society to select annual book awards, resulting in awards being given to members of the group for works by members of the group. Their use of cyber attacks on opponents justifies calling them a hate group.

#### OLD BUSINESS

- (a) MA H4120- MA House Bill 4120 is still being reviewed and updated by committee. There is hope that if the bill focuses more on consumer rights rather than copyright, it may pass. This item will remain on the agenda until the bill is out of review.
- (b) Library Policies- Mr. Cheever shared the current "Collection and Development/ Programs" policy for review of the Board. Mr. Cheever will begin editing the policy along with staff and a revised version

will be presented to the Trustees when it is ready. Edits and suggestions by the Board are welcome and should be directed to Mr. Cheever.

- (c) Strategic Plan 2022-2026- Mr. Cheever will be meeting with staff later this week to review the Priorities, Mission and Vision that the Strategic Planning Committee outlined. Department heads will be asked to determine goals based on these priorities. Mr. Cheever asked the board for approval of the Mission and Vision as they currently stand, though he expects they may change slightly after staff have the chance to make edits. The Board will reach out with any thoughts or edits throughout the week, and this subject will be revisited at the next meeting. Mr. Cheever wished to publically express his gratitude to Mr. Lynch and Ms. Sampson along with the full Strategic Planning Committee for their dedicated work to provide a comprehensive view of the library as it stands today and the direction they would like to see it take to best serve the community.
- (d) Patrons in the Library- There was an issue that occurred just after the April Trustees meeting where a patron reported feeling dizzy and unsteady on their feet. The patron was medically cleared and went home after the occurrence. Police were also called last night when it was determined that a patron had stolen some items from the library's collection. The patron came back into the library again today and was recorded taking more items. They were approached and brought into Mr. Cheever's office to speak with police. The patron was a minor and was released into the care of a parent with assurance that the items will be returned. There was a second occurrence yesterday where a patron hit a parked car in the parking lot and left the scene. A patron witnessed the event and provided details to the police who then tracked down the driver. Mr. Cheever expressed his thanks to the patron who reported it and to the Norwood Police for helping resolve the issues this week.

#### NEW BUSINESS

(a) Sastavickas Scholarship- The application process for this year's scholarship award ends today. Mr. Cheever will review the applications along with a committee and announce the winner at next month's meeting.

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 June 14 with Head Custodian Jim Croak.

ADJOURNMENT- A motion was made and seconded (Cummings/Montgomery) to adjourn. All approved by roll call, and Mr. Cheever called the meeting to an end at 7:50 pm.

Respectfully submitted,



Recording Secretary