



**Library Board of Trustees**

*Sarah Begg, Chair  
Marguerite Cummings, Vice-Chair  
John Hall  
George Michalec  
Donna Montgomery  
Sheri McLeish*

[www.norwoodlibrary.org](http://www.norwoodlibrary.org)

Clayton Cheever, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Minutes of June 14, 2022 Meeting**

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

The meeting was called to order at 6:34 p.m. The meeting was held remotely and recorded via Zoom.

**CONSENT AGENDA**

This month's packet included minutes of the May 10, 2022 meeting for the Board's approval. A motion was made/seconded (Cummings/Hall) to approve the Consent Agenda items. The Trustees voted by roll call, and the consent agenda was approved unanimously. Mr. Cheever received a report from the Health Department that Norwood Covid cases have started to decline in Norwood, but Mr. Hall noted that Norfolk County is still considered a high risk zone. Ms. McLeish asked Mr. Cheever for clarification about the financials, as it looked as though the Library had exceeded the materials budget. Mr. Cheever explained that it is common practice to spend the entirety of the municipal budget, and then supplement with other funds until the Material Acquisition Requirements for State Aid are met. Ms. Begg reiterated that historically, the Library has never met the MAR entirely from Town money. Ms. Sampson noted that with the MAR, it's okay to exceed that mark, but a failure to meet the mark can result in losing state assistance. Mr. Hall requested that Mr. Cheever compile a chart showing the portion of the MAR that was paid for with Town appropriation during the last 10 fiscal years. He asked that this be provided by Labor Day. Mr. Cheever said that he and Ms. Argyrou can put this information together, but it will be important to note the large change to the budget when facilities took over all utilities, snow and ice, custodian salaries and building maintenance.

**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**

The Board welcomed the library Admin Casey Argyrou as this month's staff representative. Ms. Argyrou talked about her job duties, explaining that she is responsible for the receipt and disbursement of all

library funds, making sure staff, presenters and vendors are all paid on time, and that incoming funds from fines, grants and donations are allocated to the correct funds. She tracks the budget using spreadsheets and reports which are shared monthly with the Director and Trustees and reconciles library data with the Town accounting system (MUNIS). In addition to these behind the scenes tasks, Ms. Argyrou works with patrons offering passport and notary service. The passport team, which consists of Ms. Argyrou, Patty Bailey, Carla Howard and Lydia Sampson did an average of 40 passports a month this year, which is double the amount they were doing in FY20 and FY21, and very close to pre-pandemic numbers. The mandatory execution fees from these appointments have earned the Library over \$15,000 this year. The notary program has also seen growth over each of the past 4 years. The notary staff consists of Ms. Argyrou, Ms. Sampson, Ms. Howard and part time Circulation employee Nicole Dana. Together, they notarized 1,100 documents this year, which is 100 more than the previous year and 200 more than the year before that. The library staff are proud to offer these services to the community, as they are a way to bring new patrons into the library and meet their needs in a low stress and convenient setting. Mr. Cheever and each of the Trustees thanked Ms. Argyrou and praised her for her hard work, consistently kind and professional demeanor, and commitment to the Town.

#### REPORTS

- (a) Personnel Report & Contract Updates- Technical Services Associate Irene Gotovich will be retiring at the end of the month. The staff will be gathering for a retirement breakfast later this week. The Trustees are invited and encouraged to attend. Ms. Sampson has been working with Mr. Cheever to update the job description for the position Ms. Gotovich is vacating, which has not been reviewed since 2002. It has been shared with the Personnel Committee of the Trustees and it will be presented to the Town Personnel Committee tomorrow. Part-time technical services employee, Fran Dalton will also be leaving this month, though she has already formally retired. Both Ms. Gotovich and Ms. Dalton have worked in some capacity for the library for 32 years each, and they will both be sorely missed. Mr. Cheever urged everyone to come to the library and take some cuttings from the Library herb garden, which Ms. Gotovich has been vital in managing over the past few years.
- (b) Programming Report – In July, the Children’s Department will begin offering some outdoor programming in addition to in person programming at the Library and virtual programs. The Summer Reading program will be starting again with a return to the brag tags and bead rewards they’ve offered in the past. The Library participated in the Pride Picnic which took place on the Common on Saturday, June 4, and through the rest of June both Adult Services and Youth Services will be offering a variety of Pride programming. The library will also hold a pop up at the Juneteenth celebration on the Common on June 18 and at the Farmer’s Market which will be held weekly starting June 21. On Sunday June 26 Lee Leach will be ringing the bells along with the Boston Pops who will be performing at Norwood Center. The Library is the distribution center for these tickets. Mr. Cheever urged those watching to come to the library during open hours to pick up their tickets if they already registered through MyRec. Registration is currently closed, but the Library and the Rec Center will put word out through social media as soon as they’re able to reopen registration. There are roughly still 1,500 tickets to distribute before Saturday. Information on the July 4th Celebration will be released by Town Hall soon. Residents should also follow Norwood 150<sup>th</sup> on Facebook to stay abreast of all of the

wonderful events being put on to celebrate the Sesquicentennial.

- (c) Maintenance & Repair- The Town Facilities Department has assumed responsibility for paying salaries for our facilities staff as well as building maintenance and repairs this entire fiscal year. There are some small building issues that need to be addressed: a broken sprinkler, a small leak in the boiler room, etc. The facilities department has been very responsive to the library's needs. The elevator was inspected and it passed conditionally. The phone line in the elevator was faulty, but that has already been repaired.
- (d) Friends of the Library- The Friends of the Library Spring Books Sale in May was well attended. The next Friends meeting is tomorrow night at Napper Tandy's. After that meeting Ms. Cummings will send a financial report and the minutes regarding the nominations and elections. It will be Dan Corzilius's last meeting as President. No one has yet stepped forward to run to assume that role.

#### CORRESPONDENCE:

A film scout recently came into the library to do some preliminary scouting for an AMC TV show that may be filming in Norwood. There will also be a Disney movie filming for several days in Norwood this summer. Site scouts are welcome to come to the library and speak with Mr. Cheever, but groups considering many locations around town should reach out to the General Manager's office. Mr. Cheever noted that when he grants allowance for companies to scout or film in the library, he always does so with the condition that they not disturb patrons.

#### OLD BUSINESS

- (a) Sastavickas Scholarship- The Sastavickas Scholarship was set up in 2007 in memory of Viola Sastavickas who was a lifelong lover of books. This year's applications were reviewed by Union Representative Kate Tigue, Library Director Clayton Cheever, and Trustee Chair Sarah Begg. They unanimously agreed to award the scholarship this year to Gauri Loomba. Gauri has worked at the library for a number of years as a Page and most recently as a Circulation Assistant. She is also very active around town. She'll start attending the College of Engineering at Northeastern University in the fall. Mr. Cheever described Ms. Loomba as a stellar individual, a wonderful worker and a lovely person. A motion was made/seconded (Begg/Michalec) to make Ms. Loomba the recipient of the 2022 Sastavickas scholarship. All approved by roll call. Mr. Cheever will be reaching out to Ms. Loomba to get a photo for the paper announcement.
- (b) MA H4120: An act modernizing library access to electronic books and digital audiobooks  
Mr. Cheever heard from members of the Massachusetts Library Association Legislative committee that this bill has been pulled for ongoing research. It will not be presented for approval or review during this legislative session.
- (c) Library Policies: Collection Development/Programs  
Mr. Cheever is still working on reviewing this policy. He has put more focus in reviewing the Room Reservation policy in response to the Library's work with Access to Justice (A2J). He hopes to have

some new language to present to the Board for their next meeting. Ms. Cummings asked how the Access to Justice Program will affect the Literacy program in terms of room usage. Mr. Cheever reported that the Literacy department is still operating at reduced capacity, as many tutors and students are choosing to continue to meet remotely. Mr. Cheever is also looking at ways the Library can create more study space for all patrons. He also noted that not all Access to Justice patrons will require a private room. Many patrons can access the virtual registry using the chat function on the landing page of the A2J Chromebook located at the Reference desk. So far, the literacy department has not been impacted by this new program, but Mr. Cheever will continue to monitor the situation.

(d) Strategic Plan 2022-2026

The Strategic Plan is on track to be filed in the Fall. Mr. Cheever provided the Trustees with the current set of Priorities and Goals in the Correspondence section of the June packet. The five priorities that were chosen by the Strategic Planning Committee are: Early Literacy, Inspire Curiosity, Empower Citizens, Provide a Comfortable Place to Visit, and Embrace Diversity. Mr. Cheever has been working with staff to define how they will be measuring each of the priorities. Ms. Begg noted that the plan offered goals for children 8 and under, teens, and adults, but there was no focus on children aged 9 to 12. Mr. Cheever explained that that was intentional, as that age group is offered so many resources by the Norwood Public Schools and the community identified that the Library should prioritize patrons without the support already provided by the schools. He added that even though school age children are not named specifically in the Strategic Plan, the library will still be actively providing programming and materials for that age group. Mr. Hall asked how the Library would measure the needs and accessibility of material/programming for senior citizens. Mr. Cheever reiterated that he is still working with Community Paradigm and staff members to define the scales of measurement, and that information will be provided to the Trustees in full in the September packet. Mr. Hall expressed his hope that the document will include enough specificity that it will clearly show when and how the Library has reached their goals. Ms. Cummings noted that as succinct as the document seems now, it belies how much work actually went into putting this together. She recounted witnessing an amazing amount of enthusiasm and commitment from the community when compiling this document. A vote to approve the final document will be conducted during the September BoLT meeting.

(e) Patrons in the Library

Mr. Cheever reported that there was nothing significant to report except for the massive uptick in patrons coming in to pick up tickets for the Boston Pops performance. He expects patrons will also be coming in more to get museum passes as schools let out for the summer.

## NEW BUSINESS

(a) 2022-2023 BoLT Meeting Calendar

Ms. Begg addressed the Board to discuss when they will meet next year. The Board has historically gathered on the second Tuesday of the month, though the time of the meeting has changed this year. Following this pattern the 2022-2023 meetings will fall on:

- September 13

- October 11
- November 8
- December 13
- January 10
- February 14
- March 14
- April 11
- May 9
- June 13

Ms. Begg wished to draw attention to the meetings in November and February which happen on Election Day and Valentine's Day, respectively. Everyone decided that they would keep the schedule as is for now, and reschedule meetings closer to the date if a conflict arises. Ms. Begg asked if the board was in favor of continuing the 6:30 p.m. start time. Everyone agreed to keep the meeting time the same. Whether the meetings will be in person or virtual will depend on the Covid numbers at the time.

(b). Appointments

Every year in June the Board restructures by selecting a new Chair, Vice Chair, and liaison to the Friends, then they divide members into three subcommittees: Personnel, Finance, and Ad Hoc. Ms. Begg opened the floor to suggestions for the Chair of the 2022-2023 board. Mr. Hall nominated Marguerite Cummings. Ms. McLeish seconded. Ms. Cummings accepted the nomination and thanked everyone for the opportunity. A roll call vote unanimously approved Ms. Cummings to act as Chair of Board for the 2022-2023 year.

Mr. Hall then nominated Ms. Montgomery as Vice Chair, though she was absent from the meeting. Ms. McLeish seconded. Mr. Cheever was able to make contact with Ms. Montgomery via text, who accepted the nomination. A roll call vote unanimously approved Ms. Montgomery to act as Vice Chair of Board for the 2022-2023 year.

Appointments to the three committees were then discussed. For 2022-23 the committee will be comprised as follows. The Chair is a defacto member of every committee and welcome to participate in any or all, as they deem necessary.

- Personnel : Ms. Begg, Mr. Michalec, and Ms. Montgomery
- Finance: Ms. McLeish, Ms. Cummings, and Mr. Hall.
- Ad Hoc: Mr. Hall, Mr. Michalec, and Ms. McLeish.

Ms. Cummings nominated Ms. Montgomery as Liaison to the Friends. She will reach out to her after the meeting to see if she would like to take on that role. (Ms. Montgoemery has since declined this nomination and Ms. Cummings agreed to continue acting as the Trustees' Liaison to the Friends).

SEARCH WARRANTS: none.

MISCELLANEOUS ADVISORIES: Mr. Cheever asked the Board and viewers to be on the lookout for Norwood 150<sup>th</sup> activities and to attend whenever possible.

STAFF AND TRUSTEES REMARKS

Mr. Cheever expressed, on behalf of the Library staff how thankful everyone is to the Trustees and the Friends for making it possible for the staff to visit the Boston Public Library this past week as part of Staff Development Day.

Ms. Begg thanked everyone for the opportunity to be Chair this past year. She is happy to be able to pass the torch to such capable hands.

Ms. Cummings thanked Ms. Begg for staying on during the transition from former Director Charlotte Canelli to our current Director, Clayton Cheever, and for all of her guidance of the Board. Mr. Hall added his own thoughts and appreciation to Ms. Begg, stating that she is a friend and a leader to all of us.

Trustee book suggestions will again be included in the Staff Picks list. The next scheduled meeting of the Trustees will be Tuesday, September 13.

ADJOURNMENT

A motion was made and seconded (Hall/McLeish) to adjourn. All approved by roll call, and Mr. Cheever called the meeting to an end at 8:29pm. Have a safe and healthy summer everyone!

Respectfully submitted,

A handwritten signature in cursive script that reads "Casey Argyron".

Recording Secretary