



**Library Board of Trustees**

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

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

Clayton Cheever, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Minutes of October 11, 2022 Meeting**

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

Ms. Cummings called the meeting to order at 6:46 p.m. It was not recorded by Norwood Community Media.

**CONSENT AGENDA**

This month's packet included minutes of the September 13, 2022 meeting for the Board's approval. A motion was made and seconded (Begg/McLeish) to accept the consent agenda. All voted by show of hand and the motion was approved unanimously.

**FINANCIAL REPORT:** Current FY23 Budget Status Expanded; Current FY23 Special Funds Report, Current FY23 Revolving Fund Status; Current Incidentals FY23

**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 Circulation Assistant and Page Supervisor Joanne Rabbitt. Ms. Rabbit has worked for the library for 27 years and has been supervising the pages for over four years. There are currently six pages on staff, one of whom is Marianne who has worked as a page for 24 years! The paging staff has had some major changes recently, as two pages left to attend college programs, and another resigned to pursue another opportunity through his high school. Ms. Rabbit has hired two new pages, Receja and Angelo, and Receja has done so well she was quickly promoted to Circulation Assistant. Ms. Rabbit also supervised the library's first Senior Tax Write-off Volunteer who completed 75.5 volunteer hours at the library by early August, and she then completed her remaining hours at the Norwood Town Hall. Ms. Cummings noted that paging is the department with the highest turnover in the library, so it requires constant training and new faces. Ms. Cummings thanked Ms. Rabbitt for her strong selection of employees and competent training of staff, adding that these are great leadership and management skills. Mr. Cheever also

noted the unique challenges the pages require, in that many are working their first job, and they are balancing other commitments to schooling and extracurricular activities. He complimented Ms. Rabbit saying "It is exemplary that she is able to maintain the level of work that the paging staff completes, and she does so with such respect and empathy for their unique challenges."

## REPORTS

- (a) Personnel Report & Contract Updates- Mr. Cheever reported that Ferdia's last day as a page was 10/01, and Marg Corjay's last day as part time circulation assistant will be 10/20 after nearly 20 years of working for the library. Mr. Cheever filed the State Aid report this week, which showed that the library used the state allocated money appropriately and met the state requirements over the past year. He also submitted a budget appropriation to Town Management detailing the budget required for benefitted staff in FY24. There is a new Head of HR in Town Hall and the library staff look forward to working with them.
- (b) Programming Report – Tonight Adult Services is running a virtual panel of horror writers. Mr. Cheever encouraging reviewing the library event's calendar for up to date program offerings.
- (c) Maintenance & Repair- On September 27 the library had to open late at 2:00 p.m. due to road work disrupting the library's water supply. The library was given less than 24 hours of notice prior to the interruption, but Ms. Sampson was able to coordinate with staff and Town Hall to arrange for the library to be closed and for staff to work from home. The Facilities Department is working on a repair to the HVAC system and then the heat will be turned on in the building (and the cooling units will be shut down for the season).
- (d) Friends of the Library- The Friends of the Library will be holding their biannual book sale from October 21-23. The Friends are still looking for new members to join and fill out their Board. Mr. Michalec said that his wife had expressed interest in joining the Friends and possibly serving as a board member. Ms. Cummings said she would let them know if there is an upcoming meeting. Mr. Cheever recently reached out to Mr. Corzillius and the remaining members of the Friends Board expressing his concern that the December membership party was under-planned, and there was not enough interest from Friends members to successfully hold the event. He also felt as though more people would be interested in attending a Friday evening event rather than a Saturday night. If the Friends really wish to do a meet-and-greet, their first aim should be to form a party planning committee. Ms. Sampson added that at its current state with its vacancies, she does not see the Friends as able to successfully handle membership development on their own. They will require assistance from Library Administration and the Trustees to recruit new members. Mr. Corzilius arranged for the membership drive to go out with the light bill in December, but The Friends do not have anyone able to add these new members to the membership database or reach out to new members about how they can participate. Ms. McLeish asked what the repercussions would be if the Friends Board remained empty. Mr. Cheever said that at the very least, they need to have a volunteer willing to coordinate the filing and paying of taxes so the group can maintain their nonprofit standing, however their current Treasurer Mary Anne has expressed a wish that she has support from at least one other member on this task. Ms. McLeish asked if Friends members need to be residents of Norwood, and Mr. Cheever confirmed that they do not, however board members are required by the bylaws to live in town. Ms. McLeish recommended someone reach out to the Council on Aging, the Strategic Planning Committee and/or colleges and universities with programs with focus on local government. Mr. McLeish suggested that everyone look outside of their regular circles as there might be some friends of friends who would join. Ms. McLeish asked if library employees are able to join or help out the Friends. Mr. Cheever said that the Friends

should really be functioning independent of library staff, but potentially we may be able to steer library volunteers to volunteer some time to the Friends. Ms. Sampson said the best thing the Trustees can do right now is to help identify some people who would be good candidates to be involved in planning a library event.

CORRESPONDENCE- Mr. Cheever included in this month's packet a record of acceptance of the Library Strategic Plan by the state. He also included Marg Corjay's resignation letter and Stuart Plumer's obituary.

#### OLD BUSINESS

- (a) Ad Hoc Committee (Chaired by Mr. Michalec)- The Ad Hoc Committee met this month to review the Room Use Policy. The edits that were suggested have been made, and Mr. Cheever forward the revised policy to Maura Deedy of the MBLC with some questions. There is also a statewide meeting on the subject of Room Use coming up, so the Board was asked to delay voting on the final policy until after that meeting in case there is anything else pertinent to add to the policy.
- (b) Patrons in the Library- The library is seeing an increase in study room use. Mr. Cheever reported that there was an incident with some exuberant children in the Children's Department last Wednesday. He is working to support the Children's Department in setting reasonable expectations for parents and patrons. The Literacy Department is also seeing an increase in in-person tutoring. Literacy staff are being careful to keep the room reservation schedule as up to date as possible so that staff at public desks are able to see accurate availability, as it is part of the new Strategic Plan to meet a majority of study room requests. The Access to Justice demand has been much lower than expected. The program, which started with access to just the Family and Probate court, is now available for all trial courts.
- (c) Date of November Trustees Meeting & Timing of future meetings- Mr. Cheever asked if the Board would be able to change the November meeting from November 8 to November 15 because some international travel the week before would make it exceptionally difficult for him to produce a trustee packet in time for the meeting. Mr. Hall had emailed Mr. Cheever to say that he could be available for a meeting on the 15<sup>th</sup>. Ms. Montgomery had also emailed to say she'd be available, but due to recent changes to her health it is unlikely she will attend the November meeting at all. Mr. Michalec could be available on either day. Ms. Begg said that she cannot accommodate the change. Mr. Cheever asked if changing the timing of the meeting would affect Ms. Begg's availability. Ms. Begg replied that she is not available at all on that day. Mr. Cheever suggested moving the meeting to another day of the week, but Ms. Cummings expressed that she would like to only discuss Tuesdays at the moment because Mr. Hall and Ms. Montgomery are not in the meeting to provide their availability. A motion was made/seconded to change the meeting to the 15<sup>th</sup> (McLeish/Michalec). All present voted by show of hand and it was approved by majority. Ms. Begg abstained. The meeting will be held on November 15 at 6:30 p.m. Ms. Cummings asked how the Board would feel about moving the meeting time to 8:00 a.m. from December forward. Ms. McLeish said that she feels as though a meeting that early would not be convenient for members of the public to attend. Mr. Cheever asked if members of the public ever attended the Board meetings. Ms. Begg said that it has happened, but very rarely. The few instances of public attendance included a discussion about the sound caused by the HVAC system at the library, and then when multiple people were running for a seat on the board, they each attended a board meeting as candidates. The public is always welcome to attend meetings, but it is up to the chair of the board to allow them the floor to ask questions. Ms. Cummings asked if anyone dislikes the current time of the meetings. Ms. McLeish said she prefers the evening meeting, but she's

open to once in a while changes. Mr. Michalec and Ms. Begg agreed that evenings are preferable. Ms. Cummings asked the Board to give it some thought, and they can discuss the meeting times again in November.

#### NEW BUSINESS

(a) Remembering Stuart Plumer- Mr. Cheever and Ms. Begg attended Mr. Plumer's services along with Norma Logan, Kirstie David, and other current and past library staff. Mr. Plumer was on the board for many years, active with the Literacy Department, and as a lawyer, he helped prepare many of the library policies that are still in use today. He was also one of the real driving forces behind the library renovation. His wife, Barsha Plumer asked that donations be sent to the library in his memory. She will also be continuing to foster the close relationship Stuart made with the Simoni Foundation, who gives money annually to the Literacy Department. Ms. Cummings asked that the Trustees also offer up a donation to the library in Mr. Plumer's memory. She will reach out when there is a card to sign. She will also be getting a card for recent retiree Marg Corjay, and a get well card for Ms. Montgomery. Ms. Cummings also reported that the Friends of the Library will be sending a donation in memory of Mr. Plumer sometime next week.

(b) Memorial for Judy Zavracky- The library has recently received a number of donations in honor of Judy Zavracky who worked in Technical Services at the library for many years. Beth Goldman, another former employee has teamed with a few other former employees and they have decided to donate a stone bench which will be installed by the flagpole at the front entrance. This will likely be installed in the spring. Donations made in her name will go toward that purchase.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES-none.

STAFF AND TRUSTEES REMARKS- The Trustees are welcome as always to send in their book recommendations to Mr. Cheever so they can be added in with the staff picks of the month.

ADJOURNMENT- The next meeting will be held on November 15 at 6:30 with Administrative Assistant Casey Argyrou. A motion was made and seconded (Begg/Michalec) to adjourn. All approved by a show of hands, and Ms. Cummings called the meeting to an end at 8:05 p.m.

Respectfully submitted,



Recording Secretary