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Clayton Cheever, Library Director

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

MEETING OF THE BOARD OF LIBRARY TRUSTEES

Minutes of November 15, 2022 Meeting

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

Director: Clayton Cheever

Assistant Director: Lydia Sampson

Staff representative & Recording Secretary: Casey Argyrou

Ms. Cummings called the meeting to order at 6:33 p.m. The meeting was held virtually via Google Meet. [A recording](#) was provided to Norwood Community Media for future broadcast.

CONSENT AGENDA

This month's packet included minutes of the October 11, 2022 meeting for the Board's approval. A motion was made and seconded (Begg/Hall) to accept the consent agenda. All voted by roll call, 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 library Administrative Assistant Casey Argyrou who provided an update on the library's Passport and Notary Programs. This fiscal year, library passport agents have processed 188 passports for a total of \$6,580 in revenue, and library notaries have signed over 400 documents. The library saw three new additions to the passport and notary staff in October; Darshana Merchant joined as a notary, and Nicole Dana and Kate Sheehan became passport agents. With this new staffing, the library will be able to open more evening availability for passport and notary services to better serve patrons after school and work hours. There have also been some recent changes to the passport process

across the country. Just last week, the State Department announced a change to passport processing times, reducing standard processing from 9-11 weeks to 5-7 and reducing expedited processing from 5-7 to 3-5 weeks. Additionally, U.S. citizens are now able to select (M) male, (F) female, or (X) for unspecified or another gender identity as their gender marker on their passport application. Applicants applying for routine passport books are able to change their gender marker from that printed on previous passports without providing medical documentation supporting the change. Ms. Cummings was happy to see that so many staff members are willing to participate in this program. Ms. Sampson added that since the passport staff has claimed a permanent desk on the top floor for appointments, they have been able to add a permanent display advertising other library services and programs. Mr. Cheever thanked Ms. Argyrou for all of her contributions to the library, professionalism, and wonderful spirit, and all Trustees readily seconded this expression of gratitude.

REPORTS

- (a) Personnel Report & Contract Updates-There were no further updates above and beyond what was supplied in the packet.

(b) Programming Report

Mr. Cheever reported that there was a very successful adult program Wednesday, November 9 on fruit and vegetable art, so much so that they added a second session the following (November 14). The Sensory Friendly movie series for adults with sensory challenges continues to be popular. This month they will be showing Night at the Museum, Battle of the Smithsonian (on November 18). On November 7 there was an adult program on being an ally to indigenous people, and there will be another program on the twenty-first contextualizing the Thanksgiving story. Ms. McLeish added that she received feedback from a friend that the times of adult events are not always convenient. Mr. Cheever explained that program times are usually due to availability of the presenter and staff. They try not to plan things during the dinner hour. In person programming can also be a challenge at this time of year as some older people dislike driving at night. Ms. McLeish mentioned that it was specifically a crochet program she was hoping to see offered later in the day. Ms. Sampson noted that former employees Irene Gotovich and Charlotte Canelli really spearheaded those handcraft programs as well as one on one appointments. Liz Reed is the primary person delivering these programs now, but there is a possibility we can offer more programs of a similar nature in the future. Ms. Cummings noted that library patrons also have access to the online database [Craftsy](#) at all times of day. Mr. Hall suggested polling patrons who have attended past programs to see how they feel about the times programs are offered at the library.

(c) Maintenance & Repair

Facilities arranged some work in the boiler this past week. Some of the parts they need have been delayed due to supply chain issues, but Mr. Cheever noted that overall Facilities has been very responsive to the library's requests. They recently replaced all of the lights in the outdoor wall sconces with LED lights. Also, last night Town Meeting approved \$80,000 to be transferred from free cash to Facilities to conduct a full building assessment of the Library within the next

year.

(d) Friends of the Library

Ms. Cummings and Ms. Sampson attended the most recent Friends of the Library meeting. Ms. Cummings reported that she has brought the Board's suggestions for the Friends to Mr. Corzilius. Ms. Sampson said that she is thankful to Mr. Corzilius for all the work he has done for the library as President of the Friends of the Library over the past ten years, and she looks forward to many productive talks in the future about membership development and planning. There are still a number of leadership roles open on the Friend's Board.

CORRESPONDENCE

Mr. Cheever included in this month's packet an email of thanks from Toni Eosco, Chair of the League of Women Voters for Clayton's speech at their annual membership kickoff as well as a letter of thanks to the Friends of the Library for donating some books to Storytime Crafts after their October book sale. Mr. Cheever spoke out thanking Helen Wyche and Jill Bugeau who regularly plan these book sales. Mr. Cheever also thanked Ms. McLeish for her part in suggesting Mr. Cheever to speak to the LWV. Ms. McLeish thanked Mr. Cheever for delivering the keynote at their annual meeting.

OLD BUSINESS

(a) Ad Hoc Committee (Chaired by Mr. Michalec)

At the end of October, Mr. Cheever attended a training at NELA About meeting room use policies, and this morning Maura Deedy from the MBLC convened a meeting about room policies as well. Mr. Cheever will summarize the info from both these meetings and he will offer his suggestions to the Ad Hoc Committee for further review.

(b) Strategic Planning 2023 Action Plan

The Action Plan is an annual report that works alongside the Five Year Strategic Plan (Long Range Plan). Ms. Sampson met with department heads to begin drafting this year's document by listing what steps can be taken this year to meet the goals and objectives outlined in the latest Strategic Plan. Mr. Cheever included this rough draft in the packet. Mr. Cheever will be working with staff to finalize this in the coming weeks. Ms. Cummings asked if the Trustees should be doing anything with this info, Ms. Sampson said that the plan will be shared with the Trustees once it has been tidied up and consolidated and they can provide feedback at that time. Mr. Hall had noted in the past that a Strategic Plan is only as good as what you do with it, and he expressed that this Action Plan will be proof of that.

(c) Patrons in the Library

Mr. Cheever reported that the library has been busy, but there were no incidents to report.

NEW BUSINESS- none

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES-none.

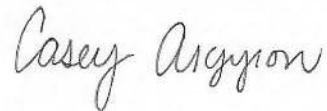
STAFF AND TRUSTEES REMARKS

Mr. Cheever asked everyone to continue sharing their book recommendations. He is always happy to see patrons enjoying the books from these lists and the Staff Picks book display on the first floor.

ADJOURNMENT

The next BoLT meeting will be on December 13 at 6:30pm with Kirstie David, Co-Chair of Literacy Services and Director of Homebound Delivery. A motion was made and seconded (Montgomery/Begg) to adjourn. All approved by roll call vote, and Ms. Cummings called the meeting to an end at 7:07pm.

Respectfully submitted,

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

Recording Secretary