



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

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Clayton Cheever, Library Director

MEETING OF THE BOARD OF LIBRARY TRUSTEES

Minutes of December 13, 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 present: Kirstie David
Recording Secretary: Casey Argyrou

Ms. Cummings called the meeting to order at 6:31 p.m. The meeting was held virtually via Google Meet. It was recorded and provided to Norwood Community Media who is playing it on Channel 3 as well as [streaming it online](#).

CONSENT AGENDA

This month's packet included minutes of the November 15, 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 Kirstie David who serves as Co-Head of the Literacy Department and Head of the HomeBound Delivery program. Kirstie has split her time between these departments since 2018. The Literacy program was established in 1983, and it is the only one among its 12 statewide affiliates to have been initiated by the Board of Trustees. The program currently has 60 active tutors, and they serve 102 students, with an additional 50 waiting to be matched with tutors. Ms. David offered the Trustees an open invitation to come by anytime and find out more about the Literacy Program.

The Outreach/HomeBound delivery program was started in 1939, at which time they offered book deliveries

to patron's homes for a small fee. Now, the program is free of charge, and it regularly delivers books to 20 patrons with the assistance of 10 active volunteers. In addition to personalized deliveries, HomeBound Delivery offers book depositories at Ellis Nursing Home and Norwood Housing Authority locations, allowing patrons who live at these locations to borrow from a small, regularly updated group of titles. They also offer assistive technology for those who need it, both through delivery and in-house through the library's Library of Things collection. They offer Perkins talking book titles, talking book players, and more content through the Perkins Library digital app. The HomeBound Delivery program assists homebound patrons by providing vital human contact, entertainment, engagement, and occasionally contacts to other resources including the Town Department of Veterans' Affairs, the Norwood Council on Aging, and the Ecumenical Community Food Pantry of Norwood. Mr. Hall asked how Ms. David goes about finding new homebound patrons. Ms. David explained that she speaks regularly with representatives from each of the book depository locations, and Darshana Merchant (the Outreach Specialist in the Adult Services Department) has been very active bringing information pamphlets to Town Hall and other offsite locations. They will also reach out to Norwood Hospital once it reopens. Mr. Hall also asked about Literacy, asking for clarification about the waitlist for students to receive tutoring. Ms. David explained that it is a little complicated. In addition to the demand of students exceeding the supply of teachers, it is also often difficult to coordinate the schedules of the tutors and students. Mr. Hall asked if knowing the native languages of those on the waitlist effects how and when they are matched. Ms. David confirmed that it is helpful to know the languages spoken by the students, and they do try to match them with tutors who are able to speak at least one of the languages the student speaks, but that is not always an option. There is, however, a database of available tutors throughout all the participants in Literacy Volunteers of Massachusetts (of which we are one) and languages spoken are included in this database. Ms. Cummings thanked Ms. David for all the work she does. Ms. Cummings is also a tutor so she is well versed in the Literacy program, but she also noted the immense amount of work Ms. David does to coordinate and supervise the HomeBound Delivery volunteers. Mr. Cheever also thanked MS. David for her leadership and expertise. He has seen the profound impact the work of the Literacy and HomeBound Delivery programs have on everyone involved, recipients and volunteers alike.

REPORTS

(a) Personnel Report & Contract Updates

There is no contract news, and there have been no personnel changes in the past month. Human Resources offered a training program today in the Simoni room for all Town employees on the Employee Assistance Program (EAP). HR plans to offer similar town wide training on a monthly basis, some of which will be held at the library.

(b) Programming Report

Mr. Cheever reported that in person programming is booming at the moment, but adult services is still offering some virtual programming as well. There have been various programs this month focusing on helping patrons find meaning in the season, including some programs on crafting and gift giving, the history of Hanukkah, a book tree lighting, and even a mindfulness program. Former employee Irene Gotovich even came back to help out with the book tree this year, as she was one of its original creators. There was also a writing program that was well received, and staff is exploring ways to offer more support to local writers. Ms. Begg attended the fabric wrapping class with Cashman Kerr Prince, and she said she enjoyed learning various ways to use fabric to decorate and wrap packages.

(c) Maintenance & Repair

The automatic doors coming in from the parking lot have not been working lately, but facilities was able to find a temporary solution to fix the issue until the parts could arrive to repair it properly. They have also installed a new timer for the outside lights. The lights will be on consistently from 4pm to 7am going forward. Ms. Montgomery expressed that she was happy to hear about the lights, and she also commended the library for installing a free menstrual product dispenser in the public bathroom in the Children's department.

(d) Friends of the Library

Mr. Cummings, Board liaison to the Friends, reported that "things are moving forward" (with the transition from the president's long tenure and ongoing book cart sales).

CORRESPONDENCE

Mr. Cheever included in this month's packet a photo from the Norwood Record from 11/17 showing Mr. Cheever attending Norwood Town Meeting, and two articles from the Norwood Town Record from 11/24 advertising the Adult Services programs on F Holland Day and the climate crisis. He also included a handwritten letter from a former patron who sent in a donation to be used by the children's department. Lastly, he included a letter from the Massachusetts Libraries Board of Library Commissioners regarding this year's State Aid award.

OLD BUSINESS

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

Mr. Cheever sent the Trustees the most recent version of the Meeting Room Use Policy today, which the Ad Hoc Committee approved. He asked if the Board would agree that the document be reviewed by the Norwood Town Attorney before the whole Board formally votes on its approval. All of the Trustees agreed that they would like to see it reviewed by a lawyer prior to moving to approve. Mr. Cheever said he will make sure that happens, and he will bring any changes to the Board once this has happened. Ms. Montgomery noted that the policy does reference the "Appropriate Use Policy", but the link takes the reader to the "Acceptable Use Policy." Mr. Cheever thanked her for noting the discrepancy saying he would change it to the Acceptable Use Policy to maintain consistency. Ms. Cummings thanked Mr. Cheever and the Ad Hoc Committee for all of their hard work on the policy, describing it as clear and succinct.

(b) Strategic Planning 2023 Action Plan

The printed and bound copies of the Strategic Plan have arrived at the library, and Mr. Cheever has been distributing them to community leaders. There is one ready for each of the trustees in Mr. Cheever's office. The Action Plan has also been completed and submitted to the MBLC.

(c) Patrons in the Library

There have not been any notable situations with patrons in the library this month.

NEW BUSINESS- none

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES-none.

STAFF AND TRUSTEES REMARKS- Mr. Cheever noted the extra reading material he provided in this month's packet on various topics of interest in the library world. Everyone is still asked to provide book recommendations for the Staff Picks list. Mr. Hall noted that he has not been submitting titles since we moved to the new system, but he recommended the new *Mystery Man* book and *The Last Nazi* which were two books on cd that he has been enjoying.

ADJOURNMENT- The next meeting will be held on Tuesday, January 10 at 6:30pm with Technology Librarian James Perlman. A motion was made and seconded (Mongomery/Begg) to adjourn. All approved by roll call vote, and Ms. Cummings called the meeting to an end at 7:09pm.

Respectfully submitted,

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

Recording Secretary