



Library Board of Trustees

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

www.norwoodLibrary.org

Clayton Cheever, Library Director

MEETING OF THE BOARD OF LIBRARY TRUSTEES

Minutes of January 10, 2023 Meeting

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

Ms. Cummings called the meeting to order at 6:32 p.m. The meeting was held virtually via Google Meet. It was recorded and provided to Norwood Community Media for [rebroadcasting](#).

CONSENT AGENDA

This month's packet included minutes of the December 13, 2022 meeting for the Board's approval. A motion was made and seconded (Hall/Michalec) 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 Information Technology (IT) librarian James Perlman. Mr. Perlman has been with the library for one year, and his main focus has been bringing the library's IT up to industry standard. He upgraded all staff computers to Windows 10 machines, most of which were new laptops provided by the Town. The library also received five new desktops. Mr. Perlman reported that library staff have been very happy with the changes, and that they have had no issues with the new machines. Mr. Perlman also upgraded all of the public

use machines to Windows 10, an important upgrade in its own right, and necessary to be compatible with the new print release system (Lib Data) that he implemented. He noted that there were some challenges with Lib Data initially, but now it is running smoothly and has been well received by staff and patrons. He also reported that all seven public machines have been in use daily, often all at the same time. Mr. Perlman thanked his predecessor Brian DeFelice for his work requesting the new machines from Town just before Mr. Perlman started. He also thanked Mr. Cheever for providing him with the budget to implement the new printing services. When Mr. Perlman started, staff were most commonly sharing printers from their desktops. He's since transferred all of the printers over to network printers, so that everyone can access printers at all times. Additionally, Mr. Perlman oversaw the troubleshooting and repair of the audio visual system in the Simoni Room, and the new system is much preferred by staff and presenters. His most recent project has been a huge refresh of the Library infrastructure. The Library was previously using Verizon its Internet Service Provider. Mr. Perlman and Mr. Cheever led a transition to Norwood Light, and the internet speed is much faster now. The library is now equipped with POE (power over Ethernet) capability, and Mr. Perlman is working to increase the capability for Wi-Fi access by purchasing new Wi-Fi switches. All these upgrades resulted in a number of old equipment that needed to be removed and disposed of. Mr. Perlman thanked the custodial staff for their tremendous help with that, though he clarified that he did retain five of the older laptops to be made available for staff traveling outside of the library for work. Mr. Perlman has also been working with the Webforce task group to review the library website and correct erroneous data and fix broken links. This needs to be done prior to building a new website. He has also updated the security of the website from HTTP to HTTPS (using SSL).

Ms. Cummings thanked Mr. Perlman for his extensive update, noting that in addition to the many updates he has made behind the scenes, he is also often out working in the community, visiting the senior center for one-on-one help with their technology needs, and offering one-on-one technology assistance within the library. Mr. Perlman stated that he loves empowering people, so that they can solve their own issues. Mr. Hall asked if there is a group dedicated to library technology staff, so that they can share ideas and challenges across the library networks. Mr. Perlman confirmed that he is part of the MLN Key Users Group that meets monthly, and there is an email thread that technology librarians are able to reach out to with questions and feedback. He's worked with many other libraries as well as the Norwood IT Department and with Norwood Public Schools' IT Department to great success, stating "In IT you cannot know everything. It is important to have that collaborative network to draw from." Mr. Hall also mentioned that a previous technology librarian had offered a program on How to Stream, and he'd love to see that offered again. Mr. Perlman said he is working with Mr. Cheever to offer small group learning sessions, and that may be a great subject to revisit. Ms. Sampson mentioned that Mr. Perlman offered a presentation to staff recently about password security and managing Google Drive, and he was able to speak to staff at all levels of technology understanding. It was accessible and practical, and she'd love to see him possibly put together a proposal to present this to other town staff as well as library staff in a professional conference.

REPORTS

(a) Personnel Report & Contract Updates

There is no contract news, and there have been no personnel changes in the past month.

(b) Programming Report

The library will be hosting a program with Holly Jones of the Conservation Committee next week. They are also hosting a series of movies that were recently in theaters through the end of January. Check out [the library calendar](#) for all of the current program offerings.

(c) Maintenance & Repair

Mr. Cheever had no further updates to what was provided in this month's Maintenance and Repair report.

(d) Friends of the Library

Ms. Cummings and Ms. Sampson are keeping lines of communication open with the Friends. The Friends have approved this year's programming request, and they will be dropping off a check to the library tomorrow. Mr. Cheever is very appreciative of the Friends and so grateful for their support. He noted that many checks have been coming in as part of the Friends membership drive with the Light bills. He did not yet have a current tally of what was raised, but he thanked the community for their support and patience as staff work with the Friends to deposit everything. Mr. Hall also noted that the mail is running slow, and many people received their light bill late this month, so there are likely to still be checks coming in.

CORRESPONDENCE

In this month's packet, Mr. Cheever included a few letters from patrons praising staff for exceptional service. He added that he often has patrons stop into his office as well to offer words of thanks for the staff and the comfortable environment the library provides.

OLD BUSINESS

(a) Ad Hoc Committee (Chaired by Mr. Michalec)- Mr. Cheever received word today that the Room Use policy was reviewed by the Town Council and approved with no suggestions or edits. A motion was made and seconded to approve the policy (Hall/Michalec). All voted by roll call, and the policy was approved unanimously. Ms. Cummings thanked the Ad Hoc committee for a thorough and detailed job. Mr. Hall and Mr. Michalec thanked Ms. McLeish especially for her suggestions and expertise when updating and editing this policy.

(b) Patrons in the Library- none.

NEW BUSINESS- none

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES

Ms. Cummings reported that the library has received its State Aid amount for this year. It was higher than the amount received last year. State Library Legislation Day will be held on March 15, where libraries and Trustees can thank State Representatives for their continued support and help them understand the value of Massachusetts' public libraries.

STAFF AND TRUSTEES REMARKS

Ms. Cummings asked that Trustees continue to send in their book recommendations as they are added to the monthly staff picks lists.

ADJOURNMENT

The next meeting will be held on Tuesday, February 14 at 6:30 p.m. with Head of Circulation Michele DeGrazio. A motion was made and seconded (Michalec/Hall) to adjourn. All approved by roll call vote, and Ms. Cummings called the meeting to an end at 7:17 p.m..

Respectfully submitted,

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

Recording Secretary