



**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 April 11, 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 present: Norma Logan

Recording Secretary: Casey Argyrou

Marguerite 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 for [rebroadcasting and archiving](#).

**CONSENT AGENDA**

This month's packet included minutes of the March 14, 2023 meeting for the Board's approval. A motion was made and seconded (Hall/Montgomery) 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 Co-Head of Literacy Services, Norma Logan, who noted that April is National Volunteer Month. Although the library offers many volunteer opportunities, the role of literacy tutor is by far the highest commitment. Norma expressed how grateful and proud she is of the amazing work these tutors do to help English Language learners. Norma last met with the Board about a year ago, as the program was just reopening after the covid shutdown. Since then, she's seen a steady increase of students and teachers, many of whom are back to meeting in person. Norma has a strong suspicion that the sharp increase in new student inquiries is related to a new program initiated by the Department of Homeland Security to assist people seeking safe haven from their home country. The program is dependent on the applicant having a sponsor in the US. She has personally observed some students acting as sponsors for their friends and family, who then become students themselves.

The present makeup of the literacy department fluctuates month to month. Currently there are about 100 students and 55 active tutors. Each tutor is expected to work with at least one student once a week, but nearly half of the current tutors are volunteering to meet with multiple students throughout the week. Of the 55 active tutors, 10-12 continue to

meet remotely with students, eight tutors are still waiting to be re-matched because they lost their students, and another eight tutors have just recently finished their training. In addition to one-on-one tutoring, the department also facilitates seven English Language Learner Conversation groups (five in person and two are conducted remotely). Since July 2022, eight students attained citizenship, one more will be tested soon, and at least nine students got jobs or received a promotion in their job. The Department continues to offer tutor orientation and training virtually over Zoom, but Norma hopes to have more in person events in the future. The benefit of the virtual training environment is that potential tutors can attend a training at any Literacy Volunteers of MA site, and then proceed to be matched at their home site. Norma added that they are always looking for new tutors. Anyone interested in attending an orientation should contact her directly at 781-769-4599. Norma thanked the Board and Clayton Cheever for their continued support.

Donna Montgomery asked if the Literacy program can assist ESL learners who speak English, but struggle with pronunciation. Norma said tutors can help with this, but it does take a lot of work and practice. Clayton shared that he recently attended the last day of the tutor training, and he was very impressed by the level of training and support Norma and Kirstie David offer these tutors, who are then providing the extremely important service to students. The training totals 18 hours and is really substantial. Marguerite noted that Norma and Kirstie also provide support to the teachers and students beyond that initial training. They help to formulate lesson plans, track student progress, coordinate tutor trainings and seminars with outside presenters, and they create a monthly community newsletter. People come from other towns and other cities for the Literacy program in Norwood, and even tutors travel to be part of this program because it is so well known and appreciated. Clayton and the Board thanked Norma profusely for her exceptional work.

#### REPORTS

- (a) Personnel Report & Contract Updates- Circulation Chief Michele DeGrazio will be retiring at the end of May. Part time Circulation Assistant Jeanne O'Toole has also announced her resignation, concurrent with Michele. The library staff will be hosting a community wide open house on Friday, May 26 from 1:00 to 3:00 p.m. for everyone who wants to offer well wishes to Michele.  
Clayton is working with the Human Resources Department to draft a Memorandum of Agreement to document the Union's acceptance of his proposal to open the library on weekends throughout the year, starting in July. This agreement is dependent on the library receiving adequate funding for the next fiscal year.
- (b) Programming Report –The Musical Sundays Concert Series has resumed, and this Friday is the beginning of the peeps diorama contest. Patrons who wish to participate should register online and stop by the Children's desk to pick up a starter pack of peeps. The theme of this year's contest is "The Motion Peep-ture Academy presents..." For more information and events, check out the full calendar on [the library website](#).
- (c) Maintenance & Repair- Clayton reported that things are moving well in the library. Facilities staff were able to repurpose some nice cushioned chairs from the Fire Department, and they have been put to use in the library study rooms. Additionally, there have been some changes made to the front entryway to make things easier to browse and find.
- (d) Friends of the Library- The Friends were pleased that a lot of people signed up at Norwood 101 last night. Catherine Swanson was able to meet new residents and she is getting acclimated to her new role as President. The Friends had their own raffle baskets and they were greeting people at the door. They are excited for their spring book sale, however they are still looking for volunteers to work Saturday and Sunday and to help clean up on Monday. Interested parties should reach out to Catherine Swanson or Helen Wyche.

CORRESPONDENCE- In this month's packet, Clayton included a document tracking patron praise from the past month. He also shared documentation permitting elected boards to continue meeting remotely until March, 2025. Lastly, he shared the Library's positive annual building inspection, which was completed in March and had nothing notable to report.

OLD BUSINESS

- (a) Ad Hoc Committee- no new news or meetings.
- (b) Finance Committee- no new news of meetings
- (c) Patrons in the Library- Clayton is in the process of issuing a letter of disinvite and no trespass to a patron who caused an issue in the bathrooms last week. This is the first time in a while that the library has had to issue this kind of a letter, but it will be done with the assistance of the Norwood Police Department as compassionately as possible. The patron will have the opportunity to re-enter the building and use library services after 30 days.
- (d) Board Meeting Schedule- The May meeting has been shifted to May 16 to accommodate staff attending the Massachusetts Library Association Conference in Falmouth on Monday and Tuesday May 8 & 9 as well as the first night of Town Meeting, starting on Monday, May 8. Clayton asked if the Board would be interested in meeting virtually on May 16 because there is a program in the Simoni room. The Board agreed to meet online.

NEW BUSINESS

- (a) Garden project  
The Friends of the Library have been approved to proceed with a local pollinator garden in the back corner of the library grounds. They will be funding, implementing and maintaining the site year round. Sheri McLeish asked if there is a garden out back already. Sarah Begg responded that there is an herb garden that the staff manages that has been made available to patrons over the past few years, but this new venture will be largely floral. The garden will support the local ecosystem, especially pollinating bees, wasps and moths. George Michalec said that he appreciated the level of detail in the proposal, and he has a level of confidence that this will turn into something really special. John Hall asked that Clayton give some thought to announcing this at Town Meeting. He also requested that the Norwood Evening Garden Club be specifically asked to participate. Donna added that community leader Susan Clare is also actively promoting small local vegetable gardens around town. Clayton responded that he hopes many members of the community will participate and that communication is already ongoing with the Garden Club. The person who has proposed the pollinator garden is a botanist, and she will be offering programs at the library centered on the garden project. This is the first new undertaking of the recently reconstructed Friend's Board, and it is a strong showing that the Friends will be going forward with the right steps to capture volunteers and support the library.
- (b) Sastavickas Scholarship  
It is time again for the library to accept applications for the annual Sastvickas Scholarship. The \$1,000 scholarship is open to all current and former library employees and volunteers who will use it to further their education. Applications must be received by May 9 for consideration. More details and information can be found [online](#).
- (c) Norwood 101  
Clayton reported that he enjoyed welcoming everyone into the library for his second Norwood 101. He thanked Patty and all the staff that assisted in making this program such a success. He asked the Board to provide feedback on the event. Marguerite said she thinks the nice weather contributed to the high number of walk-ins who hadn't already registered and really enjoyed seeing so many people participate. George agreed that it seemed to run really well. Some areas had a bit of a traffic bottleneck, but he was happy to see so many organizations and businesses talking about their interests and services. He said it's too bad that more towns don't offer this kind of program because it's so easy to show new residents everything Norwood has to offer in a single stop. George is interested in learning the final attendance counts. Lydia said she was thankful that Tony Mazzuco came and talked with people, and also Chief Brooks who so joyfully attended and stayed the whole time. John asked how the library would be using the excitement from the event to further reach out to newer residents and patrons going forward. Lydia said that any remaining goodie bags from Norwood 101 will be kept at Circulation to be given to new residents when they sign up for library cards. She hopes we will also see some

reports of the event in the local papers and on NCM. Donna recommended contacting local businesses and asking for coupons for the bags. Lydia noted that [Veggie Crust](#), a new business in Norwood Center, provided some things for the bags as well as pizza for the library staff. Norwood 101 has shown to be a great way for the library to form relationships with the Norwood business community and residents. Patty Bailey really goes the extra mile to welcome new businesses to participate every year. Marguerite called Patty an ambassador for Norwood. Marguerite thanked [OneLocal Bank](#) (FKA Norwood Bank) for being there every year. She really appreciated the great variety of ages and walks of life and thought it was a great mix. Everyone seemed so appreciative and happy to have attended.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES- none.

STAFF AND TRUSTEES REMARKS- Several trustees contributed to this month's [Staff & Trustee Book Picks](#).

ADJOURNMENT- The next meeting will be held on Tuesday, May 16, 2023 at 6:30 p.m. with Kate Tigue, Head of Youth Services. A motion was made and seconded (Montgomery/Begg) to adjourn. All approved by roll call vote, and Marguerite called the meeting to an end at 7:24 p.m.

Respectfully submitted,

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

Recording Secretary