



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

BOARD OF LIBRARY TRUSTEES May 16, 2023 Meeting Minutes

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

Director: Clayton Cheever

Assistant Director: Lydia Sampson

Staff representative present: Kate Tigue

Recording Secretary: Casey Argyrou

Marguerite Cummings called the meeting to order at 6:32 p.m. The meeting was held virtually via Google Meet. It was [recorded for future broadcast](#) by Norwood Community Media.

CONSENT AGENDA

This month's packet included minutes of the April 11, 2023 meeting for the Board's approval. A motion was made and seconded (McLeish/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 Head of Youth Services Kate Tigue. In the past year there have been significant changes in staffing the Children's Department. Before, Kate was the only full-time (benefitted) member of the Youth Services Staff; now, previously part-time staff members Dina Delic and Nicole Guerra-Coon have increased their hours to full time, and Generalist Librarian Carla Howard has joined the team. The focus of the past year has been on getting families and teens back into the library. The Department has moved away from virtual programming, offering a wide array of in-library programs and offsite pop-up libraries at the Norwood Schools and local town events. One of the goals prioritized in the 2023-2028 Strategic Plan is to increase early childhood literacy, so there has been an increased focus on providing creative programming for children

under the age of five, including a sensory series and an infant story time. Additionally, the department has begun offering more after school programs in response to the earlier start times of the Norwood Public Schools. This spring, they are offering a building club, a gaming club, a Pokemon club, and an all-ages storytime in the afternoons. The Summer Reading Program will be kicking off again soon. Kids will be divided into two age groups, one for preschool and grade school, and a second group of middle school and teens. Everyone will be tracking reading through the 'Beanstack' app. Younger participants will be able to earn beads and prizes from the Camp Store, and older kids will be able to submit Bingo sheets for a chance to win raffle prizes (kindles/tablets/ereaders). The Department has also been utilizing the 'Beanstack' app as a way for families of children under five to track reading for 1,000 Books before Kindergarten, which is a nationwide literacy initiative to help kids be better prepared for starting school. There are about 200 people already registered for this program, and there will be quarterly programs planned throughout the year in support of the initiative. Kate and staff were excited to participate in the Willet Literacy Night on May 11, and they will be teaming with the Coakley Middle School on June 6 for the 22nd Annual Literary Luncheon. The participants will read *The Tiger Rising* by Kate DiCamillo. Director Cheever and Trustees Cummings and Michalec will also be attending the event. Youth Services will also be present at Pride Picnic on June 1 and the Juneteenth Celebration on June 17.

Marguerite asked Kate to talk about her experience at the Massachusetts Library Association Conference last week. Kate, along with six other members of staff attended the conference. Clayton and Kate presented on creating a safe and inclusive library environment. Clayton and Liz Reed presented on the Access to Justice Initiative. Lydia Sampson presented on the technical services components of maintaining a Library of Things collection. Dina Delic and a colleague from Boston Public Library talked about outreach through deposit collections. (Dina has been instrumental in setting up collections at Norwood High and the Coakley Middle School.) Heath Umbreit presented on myths and misinformation around trans identities, and they received the only standing ovation of the conference. Lastly, Darshana Merchant attended as a liaison to the mentorship program. Kate reported that everyone on staff did a fantastic job, and everyone attended a number of interesting and inspiring presentations. Marguerite thanked Kate for all of her fantastic work, stating that the Children's Department under Kate's leadership has truly become an innovative and welcoming place. Each member of the staff has their own unique skills and they are all working seamlessly together to create something beautiful. Oftentimes, the Children's Department is the first exposure new residents and families have to the library, and the staff really work to make sure it's a positive one. George thanked Kate for her hard work, adding that he loves hearing how positively people of all ages talk about the library. He recognized how important it is to give children core memories at the library. Clayton added that in addition to all of the work Kate does for our library, she also serves as the vice-chair of the Youth Services Section for the State Library Association. She is a shining example for the whole commonwealth of leadership and the best of what you can offer children through library services.

REPORTS

- (a) Personnel Report & Contract Updates- The proposed FY24 Budget went before Town Meeting last week, and it was approved. Clayton is now working with HR's Lisa Uglialoro to draft a Memorandum of Agreement for the Union regarding the increase in open hours through the summer. The open position for Part Time Generalist Librarian has also been posted and interviews have begun. Clayton is in the final stages of drafting the job description for the position that will replace Head of Circulation. Once this job description is completed, it will be shared with the Trustees Personnel Committee and the Town Personnel Committee.

- (b) Programming Report – Tonight in the library, Adult Services is hosting an in-person program in conjunction with Progress Norwood and Together Yes on killing your lawn and the benefits of native

plant gardens. On Thursday, May 18, Clayton will be interviewing author Mitchell Zuckoff as part of the Stuart Plumer Author Series. The third annual Pride Picnic will be held on the Common on Thursday evening, June first from five to seven. The picnic will feature a pop-up library as well as representatives from the Recreation and Health Departments, the Council on Aging, the Police Department, Black Norwood and the Historical Society. The second annual Juneteenth celebration will be held on Norwood Common on Saturday, June 17 from 12:30-3:30. The full events calendar can be found on [the library website](#).

- (c) Maintenance & Repair- We are still waiting on the RFP for the building assessment project. The process was delayed due to Cathy Carney's retirement. Clayton expects it will be a priority when they determine her replacement. Facilities recently arranged for bricks to be placed by the front entrance in preparation for installation of a stone bench in memory of former employee Judy Zavracky. The bench was paid for by her friends and family.
- (d) Friends of the Library- The Friends of the Library made \$1,434 in book sales and new memberships at their book sale May 5-7. The book carts continue to bring in money monthly. The Friends are hosting a tea and chocolate tasting program on Monday June 12 at 7 p.m. with Kim Larkin from Klassic Kreations.

CORRESPONDENCE- In this month's packet, Clayton included some graphics on censorship from the Office of Intellectual Freedom. Clayton was interviewed by the Globe about our library's experiences and the community pushback over some Pride programming two years ago. We do not know yet when that story will be published. Clayton also included some words of praise from patrons for James and the notary and passport staff, as well as a donation from The Norwood Woman's Club to be used for museum passes. The Norwood Cultural Council has begun reaching out to Town Departments and Community members to ask for their support in designating Norwood as a Cultural Center. Clayton asked if it might be more appropriate for the Ad Hoc Committee to meet and draft a letter of support which would come from the Trustees. George and Sheri McLeish expressed their support, stating that they'd like to learn more and gather more info, then meet and talk about it in detail. John Hall is the other member of the Ad Hoc Committee, but as he was absent from this meeting Marguerite volunteered to solicit his feedback. Donna Montgomery added her support, stating that Norwood is home to many immigrants, and she looks forward to seeing what cultural aspects could be highlighted with a designation as a Cultural Center.

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 was able to issue the letter of no trespass in person to the patron who was inappropriately using the bathrooms. That patron will have the opportunity to visit the library again in 30 days, should he be clean and use the facility appropriately.
- (d) Board Meeting Schedule- The June meeting will be the last meeting before the summer break. Clayton asked how the Board would feel about meeting in person. He added that due to rising demand for the Simoni Room, any in person meetings of the Board of Trustees will be most easily held in the Trustees

Room. George said he was in favor of meeting in person. Sheri said she is comfortable with either arrangement. Marguerite expressed support to meet in person this June, but she does prefer the virtual meetings during cold and flu season or during bad weather. Based on common consensus, it was determined that the June meeting will be held in person in the Trustees Room as long as the room is not unbearably hot.

- (e) Pollinator garden- The Friends of the Library have allocated funds for the pollinator garden and have begun purchasing plants. The Friends will also be supporting the herb garden. Marguerite bought the herbs and she and Marianne Paradise will plant them into the raised bed on May 21. Shortly after, patrons can begin taking cuttings. The library staff will take care of watering the herb garden.
- (f) Sastavickas Scholarship- Clayton, Marguerite and Kate have plans to meet soon to discuss the applications that were received. The winner will be announced at the June Board Meeting.

NEW BUSINESS – none.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES- none.

STAFF AND TRUSTEES REMARKS- Several trustees contributed to this month's Staff Book Pics. Continue to send your reading recommendations to Clayton or directly to Patty Bailey.

ADJOURNMENT- The next meeting will be held on June 13, 2023 at 6:30pm. A motion was made and seconded (McLeish/Michalec) to adjourn. All approved by roll call vote, and Marguerite called the meeting to an end at 7:21pm.

Respectfully submitted,



Recording Secretary