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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 June 13, 2023 Meeting**

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

Director: Clayton Cheever

Assistant Director: Lydia Sampson

Staff representative present: none

Recording Secretary: Casey Argyrou

Marguerite Cummings called the meeting to order at 6:32 p.m. The meeting was held in person at the Morrill Memorial Library and was recorded by Norwood Community Media.

**CONSENT AGENDA**

This month's packet included minutes of the May 16, 2023 meeting for the Board's approval. A motion was made and seconded (McLeish/Montgomery) to accept the consent agenda. All voted by show of hands, and the motion was approved by majority. John Hall abstained from the vote as he was absent for last month's meeting.

**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**

Jim Croak was unable to attend the meeting tonight as scheduled, so Clayton Cheever provided an update on

facilities and building maintenance. The current library facilities staff are Jim, Linda Pungitore-Smith, and three part-time staff members who help out on weekends and Mondays when Linda is off. The staff maintains the day to day cleanliness of the building, trash, and coordination with third party building maintenance vendors as well as the larger town wide facilities team. Clayton explained that the library was allocated some capital funds in FY22 for interior painting, but it was determined that the amount set aside was insufficient for the scope of the job, and before painting could be done, some larger structural issues needed to be addressed. In May 2023, Town Meeting members voted to approve capital funding for a comprehensive building study to be done in order to assess the library's needs. Jason Adams is now in the process of obtaining an RFP to have this study completed in FY24. Funding for mediation of these building needs would need to be allocated in FY25. Clayton also reported that presently the chiller is out of service on the second and third floors of the library due to a sensor error. The Facilities Department has ordered the required parts and an engineer will install them on Friday. Friday will also be Linda's last day with the library. She has received a promotion to work at Town Hall, and her son Frankie will be taking over her role at the library. Marguerite commented on the exceptional work that Linda has done with the building since she started, and Town Hall will be lucky to have her. John asked what type of issues Clayton expects will be included in the upcoming building study, as the monthly Facilities report from Jim details more of the day to day issues, rather than large scale building repair concerns. John also asked how confident Clayton is that we will be able to secure funding to make all of the necessary repairs. Clayton responded that based on his experience with Facilities so far, he has the highest confidence that they will ensure a comprehensive study of the building is done, and the library will be prioritized when allocating sufficient funding to meet these demands. Marguerite agreed that the Facilities Department has been responsive and efficient when it came to repairing the library doors, the light sensors, etc., and the building is operating efficiently due to their stewardship.

## REPORTS

- (a) Personnel Report & Contract Updates- The Memorandum of Agreement (MOA) between town management and the union in regard to summer hours is still under review by town council. Clayton has asked that department heads be ready with staffing plans for summer weekends, but we will not be able to advertise the new hours until the MOA is finalized. Two new part-time generalist librarians have been hired to cover Reference and Children's. Paul Edwards is starting this evening and Kara Dean will start this weekend. Izabella Dana has also been hired as a page and will be starting soon. The interviewing process for part time circulation assistants has begun, and Clayton expects to make some offers soon. The job description for Head of Circulation has been rewritten, and it is under review by Human Resources. Clayton praised Susan Bunker and Joanne Rabbit who have stepped up to lead the Circulation department until a new head of the department can be hired. They'll both be receiving a temporary rate increase for their extra work, as is contractually required.
- (b) Programming Report –The third annual pride picnic was held June first and was well attended. The second annual Juneteenth celebration will take place Saturday, June 17 on the Town Common. Adult Services is excited to offer an important program on gender affirming healthcare at the end of the month, and Clayton will be interviewing Anita Diamant at the end of July as part of the Stuart Plumer

Author Series. The full events calendar can be found on [the library website](#).

- (c) Maintenance & Repair- See Department Head reports.
- (d) Friends of the Library- The Friends of the Library had their open meeting on Monday, June 12 in which they approved their board assignments and welcomed Kim Larkin from Klassic Kreations, who provided a fantastic program on tea and chocolate to a packed house. The Friends Board now consists of Catherine Swanson as President, Mary Anne Paradise as Vice President/Treasurer, and Joanne Roy as Secretary. Dan Corzilius, Martha Colamaria, Gigi Michalec, Helen Wyche, and Peggy Thorne will be Members at Large. The next Friends Book Sale is slated for October 13-15, but they are still looking for volunteers to help out with watering the pollinator garden, especially on the weekend. Interested parties should [sign up using this form](#).

CORRESPONDENCE- In this month's packet, Clayton included a thank you note from Michele, a thank you note from a patron for technology librarian James Perlman, and some recent articles in which staff members were interviewed and quoted about the library's experience with push back over pride programming and book censorship ([boston.com](#), [MBLC](#), [programming librarian](#)). He also included a list of the plants that made it into the pollinator garden. Lastly, there is a QR code being posted around the library that links to [a survey](#) where patrons can answer four questions about their library experience. We will also be making print copies available at all of the public desks and during off-site programming.

#### OLD BUSINESS

- (a) Trustees Committees (Ad Hoc, Finance, Personnel)- no new news or meetings.
- (b) Patrons in the Library- A patron called to ask if he could use the wifi from the parking lot during Memorial Day weekend. The staff member that took the call provided an enthusiastic yes, but the patron explained he had been asked to leave the parking lot by Norwood Police in the past. Clayton reached out to Norwood Police to inform them that we are in favor of patrons using the wifi after hours. Donna Montgomery suggested putting out signs again offering the parking lot wifi. Clayton agreed that he would like to see a lot of the library signage updated, and it would be a good opportunity to promote Norwood Light, who provides the library's high-speed internet service.
- (c) 2023 Sastavickas Scholarship- Clayton announced that this year's winner of the Sastavickas Scholarship will be Circulation Assistant Raceja Velevan. She is a graduate of Norwood High School and has already completed two years at the Massachusetts College of Pharmacy. John suggested the library do a "Where Are They Now" of previous scholarship winners. Clayton said he liked the idea and he's sure the Sastavickas family would appreciate it as well.

NEW BUSINESS

- (a) Election of BoLT Officers for 2023/2024 and appointment of sub committees- Marguerite reported that Sarah Begg reached out to her earlier in the day to express that she approved of any appointments that are made tonight in her absence. A motion was made/seconded (Cummings/Hall) to appoint Donna as Chair for the year of 2023-2024. Donna accepted the nomination, and the Board voted unanimously to pass the motion. Marguerite then nominated George Michalec as Vice Chair, and all voted in favor of the appointment. Finally, the Board briefly discussed subcommittee appointments and the following assignments were made and unanimously approved:

Personnel: Marguerite, George, and Sarah (This committee will be responsible for the evaluation of the Director in the fall.)

Ad Hoc: John, Sheri, and George

Finance: Sheri, Marguerite, and John

Friend's Liaison: George

As Chair, Donna will participate as she chooses.

- (b) 2023/2024 Meeting Calendar- Clayton presented the 2024 holiday and closing calendar so it can be voted on by the Board in September. He also included a revised version of the 2023 holiday calendar which will go into effect once the MOA is approved. Donna asked if Clayton plans to open the library at 9am for the two Fridays in 2023 that the library will be closing at noon for Christmas Eve and New Year's Eve. Clayton said he does not plan to open the building early. He also explained that the new summer hours won't begin until the week after Independence Day, so the short notice doesn't interfere with the staff's holiday plans. A motion was made/seconded (Montgomery/McLeish) to accept the 2023 calendar as presented. All approved by show of hands, and the motion was unanimously passed.
- (c) 2024 Library Calendar- This agenda item will fall into Old Business in September and will be voted on by the Board.

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. John asked to speak further on the issue of search warrants and asked Clayton if he has already prepared the staff with language and procedures in the event of first amendment auditors, etc. Clayton said he and all staff are in favor of defending people's right to read and their first amendment rights, however there is a code of appropriate behavior that all patrons and staff are held to. People will not be asked to leave the library because they are filming or voicing

their political, religious or cultural opinions, but we do not allow hate speech, harassment or disruptive behavior. Marguerite added that the staff has been trained in Mental Health First Aid which focuses much of its lesson on de-escalation. George asked for clarification on where it is appropriate for people to film in town buildings. Clayton explained that filming in public places such as the library or town hall is not prohibited, but bathrooms and specifically marked "Employee Only" spaces remain private. Donna asked if the Children's room is an exception. Clayton explained that parents can ask that their children not be filmed, but it is not against the law to film in that area. As with any area of the library, staff will be on the lookout for disruptive behavior and will work to de-escalate the situation. The main priority is to keep the library a welcoming and safe place. Marguerite asked if staff use code words to alert each other of emergency issues. Clayton referenced the packet materials which included information about a new procedure called Code Adam that is being developed by staff to locate missing children within the library.

ADJOURNMENT- The next meeting will be held on September 12, 2023 at 6:30pm. A motion was made and seconded (Hall/Montgomery) to adjourn. All approved by show of hands and Marguerite called the meeting to an end at 7:43pm.

Respectfully submitted,

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

Recording Secretary