



**Library Board of Trustees**

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

[www.norwoodlibrary.org](http://www.norwoodlibrary.org)

Clayton Cheever, Library Director

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**December 12, 2023 Meeting Minutes**

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

Director: Clayton Cheever

Assistant Director: Lydia Sampson (absent)

Staff representatives present: Casey Argyrou, Kirstie David

Recording Secretary: Casey Argyrou

Donna Montgomery called the meeting to order at 6:30 p.m. The meeting was held virtually via Google Meet.

**CONSENT AGENDA**

A motion was made and seconded (Begg/Hall) to accept both the October and November consent agendas, as the November meeting was canceled. The October consent agenda included minutes from the October 14 meeting of the Board. The motion passed unanimously by a roll call vote.

**FINANCIAL REPORT:** Current FY24 Budget Status, Special Funds Report, Incidentals Report, and Revolving Fund Status

**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**

Casey Argyrou, the library's Administrative Assistant provided a brief update on the passport program and the Library budget. The passport program received their bi-annual audit by the State Department in September. Casey, Patty Bailey, and new agent Nicole Dana participated in the interview and test. Not only did the library pass, but we received a Certificate of Excellence for our program. Casey also received the request for 2024 facility recertification, which must be filed by the end of January. All returning passport agents must complete their yearly training and submit their certificates of completion for this recertification. Casey further reported that the library's spending of the municipal budget is right on track. We have spent 40% of the salaries and operations budget 42% of the way into the fiscal year. Gifts and donations from 2023 have been fully spent including the generous donations made in honor of former employee Judy Zavracky, former Trustee Stuart Plumer, as well as the Friends of the Library programming funds. Clayton will be reaching out to the Friends in

the coming weeks to request a new donation for the 2024 year. We also recently completed two grants: the Norwood Cultural Council Artist in Residence Grant and the LSTA Go Local Oral History Grant, and we've just begun work on a brand new Mass Cultural Council Festivals and Projects Grant, which will enable some exciting programming in the upcoming year. Clayton praised Casey for her great attitude, professionalism, intelligence, and unflappable nature. He greatly values her contributions to the management of the library.

Kirstie David, Co-Head of Literacy and Homebound Services reported that the Literacy department currently has 55 tutors that are matched with students and 12 more that are pending matches. Many of the tutors are working with multiple students, including one tutor who has taken on five French speaking students. The department recently launched a new partnership with Norwood's Four Points Sheraton, in which nine of their employees have begun meeting with a tutor on site during their work hours to improve their English skills. A second group will start in January to continue developing their skills. The HomeBound Delivery Department is now serving twenty-five homebound patrons after nine new patrons signed on (and two passed). Kirstie complimented the fantastic volunteers serving both Literacy and HomeBound Delivery. She recently asked volunteers, patrons and staff to make holiday cards for HomeBound patrons and members of the Norwood Housing Associations. She was happy to spread the cheer to 60 people, and she hopes that next year she can ask the Norwood High School book group to help out and do even more. Kirstie also added her appreciation of Clayton and former director Charlotte Canelli for their role in facilitating the culture of professional development among the Library's staff. She appreciates the many opportunities for training and development. Sheri McLeish asked Kirstie if she was aware of any other Literacy groups in Massachusetts with similar partnerships to the one with Four Points, or if it's a unique program that could be modeled. Kirstie wasn't aware of any other partnerships, but she plans to ask about it at the next literacy volunteers meeting. Marguerite Cummings, who served as a tutor herself, noted how supportive the Literacy staff is, stating that Norma, Kirstie, and Tina are a remarkable trio, offering expertise and an expansive knowledge base. John Hall asked if they keep in touch with former Literacy students, so they can hear how their tutoring assisted them in reaching their personal goals. Kirstie said that she and Norma are frequently contacted by many former students, some of whom then become tutors themselves. Kirstie and Norma are also reaching out and surveying current students now as part of the library's Strategic Plan to see what goals students have set for themselves and whether the tutoring has helped them achieve them. While they wish they can openly celebrate all of their student's achievements, they must also be mindful of their privacy. Clayton praised Kirstie for the incredible work she does to create meaningful connections with her patrons and to support the community every day.

## REPORTS

- (a) Personnel Report & Contract Updates- Michael Roderick will start on Monday, December 18 as Head of Borrower Services. Contract negotiations have begun around town, but nothing has been scheduled for the library yet. The mandatory ethics training is due by the end of December, and Clayton requested that any Trustees who need assistance completing the training or accessing their Town email reach out to him. Completion of the ethics training is required of everyone working for the town in any capacity, including elected officials.
- (b) Programming Report – The book tree is up again for its tenth year. There is a contest for people to guess how many books it took to create the tree. Trustees are welcome to guess, though like staff, they will not be eligible for the prize. Clayton thanked Technical Services staff members Kate Sheehan and Nicole Dana who were responsible for the construction of this year's tree. Clayton is looking forward to presenting a program in January on Artificial Intelligence for both Town Department Heads

and the general public. As always, complete event details can be found on [the library's online calendar](#).

- (c) Maintenance & Repair- The building is still experiencing some HVAC issues. The thermostats aren't working so facilities staff are manually turning on and off the heat every day for multiple sections of the building. The elevator is also due for some repairs that may take the elevator offline for a day or two, but the missing part is still on backorder.
- (d) Friends of the Library- George Michalec reported that the Friends book sale room is still doing well, consistently bringing in approximately three hundred dollars every month. The Friends' monthly meeting is happening tomorrow, on Wednesday evening, December 13.

CORRESPONDENCE- Clayton received notification that the first State Aid payment of Fiscal Year 2024 is on the way. The library typically receives one in December and one in April.

#### OLD BUSINESS

- (a) Trustee Committees (Ad Hoc, Finance, Personnel)- None of the subcommittees have met since the last Board meeting. George will be reaching out to the Personnel Subcommittee to schedule something after the holidays. Clayton noted that if the subcommittee is three people and Donna attends as well, then the meeting will have a quorum and as such able to make decisions regarding official Board matters. He encouraged making sure that all trustees are invited to attend all subcommittee meetings so committee chairs can know who will be attending and whether a quorum will be possible. Clayton will be reaching out to the Finance Subcommittee to review the budget for Fiscal Year 2025. The first proposal was included in this month's packet. The Town Manager will be compiling requests from each Town department and presenting a combined budget to the Town Finance Commission and Board of Selectmen in March.
- (b) Director's Evaluation – There are no updates on this matter.
- (c) Support for the Norwood Cultural District(s)- The Norwood Cultural Council, members of the Town Planning office, the Town's Economic Development Director, and our Library Director planned and presented a program at the library last Monday about Cultural Districts. Clayton plans to attend a meeting tomorrow (December 13) with Planning Director Sarah Dixon, Norwood Selectman Bob Donnelly, and Norwood Space Center Principal David DePree to discuss next steps.
- (d) Collecting donations- Collections for the food pantry via the library donation bins is going well. They're able to make a few deliveries a week. Donna asked that this item be taken off of the agenda going forward. The donation bins can be found on the right of the side door as patrons enter the Library.
- (e) Patrons in the Library- Clayton wished to remind the public that the only animals allowed in the library are service animals.

NEW BUSINESS – Clayton requested a change of date for the April and June Board meetings. Clayton, Lydia, and several of our librarians will be attending the Public Library Association Annual Conference in Ohio the week before the April meeting, which will make assembling the packet challenging. Clayton suggested April 23<sup>rd</sup> and that was acceptable to the Board. In June there is another conflict. Clayton asked that the meeting be moved to any other night than Tuesday that week. The Board agreed to move the meeting to Wednesday, June 12.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES- none.

STAFF AND TRUSTEES REMARKS- none

ADJOURNMENT- The next meeting will be held on Tuesday, January 9, 2023 6:30pm with Technology Librarian James Perlman. A motion was made and seconded (Hall/Michalec) to adjourn. All approved by roll call and Donna called the meeting to an end at 7:23pm.

Respectfully submitted,

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

Recording Secretary