



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

## **MEETING OF THE BOARD OF LIBRARY TRUSTEES**

### **Minutes of February 11, 2025 Meeting**

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

George called the meeting to order at 6:32pm. The meeting was held in person in the Library's Trustees Room and was recorded by Norwood Community Media.

#### **CONSENT AGENDA**

George opened the floor for discussion on this month's consent agenda. Clayton handed out an updated Incidentals spreadsheet, as the one included in the packet had a column that didn't tally properly. A motion was made and seconded (McLeish/Hall) to accept the consent agenda with the updated Incidentals spreadsheet, and the motion passed unanimously.

**FINANCIAL REPORT:** Current FY25 Budget Status, FY25 Special Funds Report, FY25 Incidentals Report, and FY25 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**

George began the meeting by welcoming Kate Tigue, Head of Youth Services, who reported that the Children's department is currently very busy due to the cold weather, emphasizing the library's vital role as a free "third space" for families and school-age children after school. To address the increased need, the children's department has implemented a 16-week programming block from January through April, offering morning activities for children aged 0-5 every Monday through Thursday. These activities focus on socialization and literacy. Liz Hogrell also offers programming for the same age group at the Poirier Village

Center (PVC) through the grant from CFCE. Kate invited the Trustees to an Open House at the PVC on Friday afternoon, June 27. The event will give neighbors and families a chance to see the space, learn more about CFCE, and meet with members of the library, town representatives, and members of the Norwood Housing Authority who oversee the property. In addition to programming, Liz also conducts the Ages and Stages questionnaire, which is a developmental survey to assess early childhood milestones. Liz is able to analyze the results and provide families with feedback and resources based on their child's needs.

Kate went on to talk about the programming the other Children's staff is responsible for. Dina offers after-school programming for school aged children including a brand new Girls Who Code Club in which she introduces basic coding concepts to a small group using Scratch. Nicole runs Library Art School, where participants explore various art styles each week and create their own masterpiece in that style. Kate also shared some big changes coming to the Children's room in the near future. Beginning in September, the department will be relocating the entire picture book collection from the room behind the desk to the main room to accommodate the collection's growth, effectively switching places with the non-fiction collection. This will require the Children's Department to be closed to the public for several days. Once the books have been moved, they will begin re-cataloging the picture books by topic (trucks, princesses, dinosaurs, etc.), inspired by the library's previous "book bundles" and a recent visit to the Westwood Public Library who also groups their picture books by topic. Categories such as "More to Explore" and "Stories" will accommodate books that don't fit neatly elsewhere, and some books may be in multiple categories. Sheri suggested looking at Barnes and Noble and Amazon to see how they organize things, and Kate said they'll use a variety of methods and rules to assist them in classifying each book by topic. There is also a great online resource called *A to Zoo*, which lists children's books by subject.

John inquired about the library's approach to serving youth in different age groups. Kate explained that the library's youth services are structured to meet the varying needs of specific age ranges. The largest group served is children aged 0-5 years, followed by school-age children who benefit from services offered during after-school hours. For middle schoolers, the library provides volunteer programs, while high schoolers receive assistance with resume writing and college essay preparation. Programming for teens and tweens is smaller in scale and based on their interests. Kate also noted that the library's collections are tailored to each age group, featuring board books, picture books, easy readers, chapter books, and a dedicated young adult section, with middle school books classified as "J Fiction". The Trustees expressed their gratitude to Kate and her team for their dedication, highlighting the community's appreciation for the children's room.

## REPORTS

- (a) Personnel Report & Contract Updates- Joanne Warren has resigned from her position as part time Circulation staff. She worked in various capacities for the library for fifteen years, and Clayton thanked her for her many years of service.
- (b) Programming Report – February school break for Norwood Schools is next week. There will be lots of programming for both adults and children over the week and through the end of the month including a job fair with Mass Hire, a program for Black History Month about Martin and Coretta Scott King, and a visit for children from the Neponset River Watershed Association about Norwood's local ecosystem. Program fliers are located on the second floor across from the Reference desk, and on both public desks on the first floor. Marguerite commented on the size of the new fliers, noting how clean and vibrant they look on display! Clayton was quick to thank Space Force and Carla for their hard work on their recent redesign of the displays and fliers. The full event calendar can be found [online: https://www.norwoodlibrary.org/morrillcalendar](https://www.norwoodlibrary.org/morrillcalendar).
- (c) Maintenance & Repair- Conrad and Matthew, the principal contractors conducting the building study, met with Paul Riccardi, Mike Rosen, Jason Adams, and Clayton last week. They have submitted the final proposal and are awaiting Tony Mazucco's approval to execute the contract and proceed with the study. Clayton informed the Trustees that a water penetration test will be the first step to assess

how bad the water damage to the building has become. This will cause some disruption for a few days and may require police assistance and road closures. While no specific date has been set, the test needs to be conducted in warmer weather to prevent water from freezing, most likely after March 1. The process might involve cutting holes in walls to troubleshoot how water is traveling. The contractors will bring in a third-party company specializing in water penetration testing to carry out the procedure. Clayton expressed confidence in their expertise to perform the necessary tasks. The goal is to complete the building program study by the end of summer, allowing for capital requests to be presented at Town Meeting. Donna inquired about the cost of the water penetration test, and Clayton offered to share [the proposal](#) with the Trustees as requested.

- (d) Friends of the Library- The Friends will be meeting tomorrow. Clayton will be attending in Lydia's stead. They plan to discuss ideas for new events and fundraisers.

CORRESPONDENCE- The meeting packet included positive comments about the library and staff. Clayton also included an article about AI generated ebooks showing up in Hoopla. Midwest Tapes (the provider of the Hoopla service) said they're taking this seriously and they will be presenting a plan soon. Clayton said he will have some new information about ebook bills making their way through legislation by the next Board meeting.

#### OLD BUSINESS

- (a) Trustees Committees (Ad Hoc, Personnel & Finance)- Two important committee meetings took place this month: the Finance Committee and the Ad Hoc Committee. The Finance Committee reviewed Clayton's proposed budget for fiscal year 2026 (FY26), however, they have not yet examined Tony's version which he will present to the Board of Selectmen later today. The Ad Hoc Committee determined that the Trustee bylaws require review. Clayton agreed to distribute the bylaws to each Trustee in their preferred format. Trustees are expected to submit their suggestions and edits by the March Board Meeting. Following this, the Ad Hoc Committee will reconvene to compile and discuss the proposed changes. They aim to present a draft of the revised bylaws to the Board during the April Board Meeting.
- (b) Patrons in the Library- The library saw its highest number of patron visits in January since last August. There is a rise in people taking advantage of passport and notary services, and a rise in unhoused patrons seeking the warmth and safety of the library.

NEW BUSINESS - None.

SEARCH WARRANTS-None.

MISCELLANEOUS ADVISORIES None.

STAFF AND TRUSTEES REMARKS- Donna expressed gratitude to Clayton and the staff for providing informational cards about immigrant rights in nine languages, which she displayed at her laundromat. Clayton emphasized that the library does not track patrons' citizenship status and offers library cards to all Massachusetts residents. Lydia highlighted the staff's efforts to translate library resource materials, particularly passport information. She has been learning Spanish through a Massachusetts Library System grant to assist with language acquisition and is collaborating with Darshana to identify community resources and explore how the library can offer passport and notary pop-ups around town. Clayton also noted an increase in community support, with more tutors volunteering with the Literacy Department. John commended the library's efforts in providing Black History book lists and programming, as well as

representation for underrepresented groups. Clayton shared his recent participation in statewide training sessions, which emphasized the responsibility of library workers to combat discrimination against protected classes. He stressed the importance of maintaining diversity, equity, and inclusion as fundamental principles to foster community and ensure that everyone feels welcome at the library, regardless of their background and identity.

ADJOURNMENT- A motion was made and seconded (Hall/Montgomery) to adjourn. All approved by a show of hands, and George called the meeting to an end at 7:30pm. The next meeting will be held on Tuesday, March 11, 2025 with Liz Reed, Head of Adult Services.

Respectfully submitted,

A handwritten signature in cursive script, reading "Casey Argyron". The ink is dark and the signature is written on a light-colored background.

Recording Secretary