



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

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Clayton Cheever, Library Director

BOARD OF LIBRARY TRUSTEES June 12, 2024 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
Staff representatives present: Jim Croak, Kate Tigie
Recording Secretary: Casey Argyrou

Donna Montgomery called the meeting to order at 6:37 p.m. The meeting was held in person in the Library's Trustees Room and was not recorded.

CONSENT AGENDA

A motion was made and seconded (Begg/Hall) to accept the consent agenda. The motion passed unanimously by a showing of hands.

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

The Library's Head of Youth Services Kate Tigie joined the Board to discuss a year-end review of the Children's Department's services. Kate was quick to say that the department could not run as smoothly without the help of Children's librarians Dina Delic and Nicole Guerra Coon who transitioned from part time to full time staff just over two years ago. Kate also spoke about how vital community partnerships have been this past year. The Children's staff have teamed with various Norwood schools and local groups including the Lark Center, CFCE, Norwood Cultural Council, Progress Norwood, and others to provide new and exciting programs and pop-up libraries around town that help increase awareness of library services and connect us to the community. They also held tables at seasonal events like the Pride Picnic, Farmer's Market, Haitian Celebration Day and Juneteenth. Kate said they have strongly focused on professional development this year by allowing staff to attend professional conferences and trainings as well as join committees such as the Massachusetts Teen Choice Book Award Committee. One particular training allowed the Library to

be designated a Touchpoints Facility, which means that the trained staff can provide culturally responsive outreach to patrons and families, making sure we meet families where they are without judgment or preconceived notions. This past year was also the first year we facilitated the Norwood Halloween Costume Swap. Kate estimated that at least seventy-five costumes were given out, and all of the ones left over at the end of the swap were set aside to be used again next year. Kate spoke about this as well as other swap programming our library offers such as the Herb Garden, Seed Library, and the fabulous annual staff swap. The department also offered an infant literacy playgroup for the first time, which has become something of a parent support group. The Children's Department has offered passive programming including a monthly scavenger hunt and take home art projects during the tough winter months. Kate was happy to share that they recently expanded their collection of Haitian Creole books for children, and they created a new section called Bridge Books which specifically caters to early readers in grades one through three. They've also moved some furniture around to make room for two brand-new mobile display units, one of which was generously donated by the Women's Community Committee. Kate also worked with Catherine Swanson to plan for this year's herb garden, which will be expanded to include cookbooks and recipes on display along with freshly clipped herbs. Clayton and the Board thanked Kate for her amazing leadership and exceptional service to patrons and the community.

Jim Croak, the Library's Senior Custodian also joined the Board to discuss the changes to the Facilities Department and the library building over the past year. Jim has served in his role for the library for fourteen years, and he has been assisted by Junior Custodian Frankie Pungitore for just over a year now. His department also has three part time custodians that assist with vacation and sick coverage: Jack Kirkham, Jay Bazzinotti and Joe Mello. Town Wide Facilities assumed responsibility for the library custodian program in 2023. This facilitates the efficient provision of internal specialists for electrical and plumbing work, and they have streamlined ordering supplies and providing third party vendors for all Town departments. Jim explained that the Facilities Department has been a great resource for the town, and they have been essential in managing the upkeep of the building this past year. The library custodial staff manages many of the behind the scenes day-to-day aspects of cleaning, heating, and cooling the building, and moving, building and rearranging furniture. Jim reported that currently the building is in pretty good shape. He has seen the boiler replaced, the chiller and carpeting replaced, the windows and security system have been upgraded, the lighting has been converted to LED, and the roof has been serviced. Just this past week the elevator was repaired to remove water and oil from the pit that had been causing issues for the past few years. There is still some ground water leaking into the pit unfortunately, so those seals will need to be replaced next, but the elevator is back in service and working well. Clayton has been working with the Capital Outlay Committee to secure a bid to do a full building assessment which will be the first step in addressing some of the water damage issues we have seen to the stone work, ceilings and walls in the past few years. Once those large scale issues can be addressed, facilities can work on repainting the library, which will be a huge job in itself. John Hall asked if there was any risk of someone suggesting we demolish the library and rebuild it entirely. Jim said his impression is that residents love the history of this library. We might see an addition, but he said he would be shocked if they chose to rebuild. He further explained that much of the water damage they're seeing is actually in the newer sections of the library building. Donna Montgomery thanked Jim for his informative presentation, and for the many years of hard work he's given to the library.

REPORTS

- (a) Personnel Report & Contract Updates- Circulation Assistant Susan Bunker will be leaving at the end of the month. There will be a going away party for her at 9am on the last Friday of the month. Clayton has received an impressive sixty seven applications to fill her role. Michael,

Clayton, and Lydia will determine the first round of interviews later this week. Adult Services is also currently interviewing for a twelve hour a week Part Time Generalist Librarian role to help fill in the gaps in Adult Services staffing. Clayton also announced that he has been working with the Personnel Board to incorporate the coordinator of the CFCE grant (currently Liz Hogrell) as a full time library position. Historically this grant has been managed by the schools, and it focuses on providing free programming for preschool and school age kids and parents. The plan is that by July 1, Liz will be joining library staff with Kate Tigue as her supervisor. Clayton also reported that the Union has been in contact with Town Management, and they hope to finalize the contract in the upcoming week. At the start of the contract negotiations for this year, Donna had sent the Town Manager a request that Trustees Sarah Begg and George Michalec attend negotiations meetings as Town representatives. They have not yet received a response from Tony Mazzucco and negotiations appear to have continued without Trustee representation. It was agreed by the Trustees that they would allow negotiations to conclude this year without further comment, but George will reach out to Tony at a later date to express his interest that the Trustees be included in the future. Clayton shared that he has also received a draft of his new contract from Tony, but it has not been finalized yet.

- (b) Programming Report – Clayton reported that upcoming library events can be found on the library website, and they can also now be found in the library catalog. For example, if you search BTS in the library catalog, you will find their music, but you will also see that we're having a BTS party for teens later this month. Donna asked for more information about the Human Library that Adult Services applied for funding from the Massachusetts Cultural Council to start. Clayton explained that a Human Library is a collection of people with identities that patrons may want to learn about, i.e. a professional chef, someone in the queer community, a master gardener etc. Patrons will be able to schedule time to have conversations with these humans to learn more and ask questions of their specialties.
- (c) Maintenance & Repair- See Jim's report above.
- (d) Friends of the Library- Lydia brought with her the new branded mugs the Friends will be selling at the Circulation desk and at pop-ups. The mugs have the same image of the library that is featured on the ornaments they have previously sold. The mugs will be sold for ten dollars each, and money will go to the Friends for supporting library programs and materials. The Friends chose not to put their membership drive in the Norwood Light bill this year, but they hope that with some new revenue streams, they may continue generating interest for the Friends. George was happy to report that the spring book sale was one of the most profitable sales they had seen. Their next sale is planned for the weekend of October 4. The Friends are energized and seeing great results. They will have their annual meeting with Cathy Ripley Green on June 20, which is always well attended. This year, they allowed Friends members to register for the event early as an incentive for joining. The Friends also recently donated a banker chair in honor of Dan Corzilius for his many years as President of the Friends. It is located at the microfilm machine and is graced with a nice plaque engraved with his name.

CORRESPONDENCE- This week's packet included praise for library services.

OLD BUSINESS

- (a) 2024 Sastavickas Award- Clayton provided the application and recommendation letter for Elizabeth Coughlin who was one of the applicants for the scholarship award this year. A motion was made/seconded (McLeish/Hall) to grant Elizabeth the award. The motion was unanimously passed by a showing of hands. Clayton will alert Elizabeth and schedule a photo for the press release.
- (b) Trustee Committees (Ad Hoc, Personnel, Finance)- no updates.
- (c) Patrons in the Library- no active issues.

NEW BUSINESS

- (a) Election of Bolt officers for 2024/2025 and appointment of subcommittees- A motion was made/seconded (Begg/Cummings) to appoint George to be the next Chair of the Board. George accepted the nomination, and the Board unanimously passed the motion by a showing of hands. A motion was made/seconded (Michalec/Begg) to appoint Sheri as Vice Chair. Sheri accepted the nomination and the motion was passed unanimously by a showing of hands. Next, the subcommittees were discussed. The new assignments are as follows:
 - a. Personnel: Sarah and Sheri
 - b. Finance: Marguerite and Donna
 - c. Ad Hoc: John and SheriAs Chair, George is invited to participate in any and all subcommittee meetings (which will always be conducted in compliance with open meeting laws), and he will also continue to serve as Liaison to the Friends.
- (b) Collection Development Policy- Clayton provided a new Collection Development Policy for the Board to review. It was created using a template by MLS and MBLC and some reflections from other library's policies. He explained some items from the old policy were more procedural than policy, and he wanted to make sure it accurately reflected the library's current strategic goals, specifically highlighting the library's commitment to DEI and intellectual freedom. Staff were given the chance to update and provide input this past week. Clayton asked that the Board review the new policy and the Ad Hoc subcommittee meet over the summer to discuss any suggested changes, so that it can be ready for approval by the Board during their September meeting. Once approved, the Collection Development Policy will be made available to the public as a pdf on the library's website. The Request for Consideration form, which is required for a patron to formally challenge any item in the collection, will be found at the very end of the Collection Development policy. George asked that if a challenge reaches the Board level, will they need to respond in writing to the challenger? Sarah explained that if the challenge is discussed in open meeting, and voted on in open meeting, the recording of minutes should be documentation enough. The Request for Consideration form will also be entered into public record, including the challenger's name and contact info. Sheri asked if they should clarify examples of what "material" refers to within the policy, and whether it should be made clearer that programming is not included. John added that he disliked the portion of the policy referring to the concept of *Mirrors, Windows and Sliding Glass Doors*, suggesting that the philosophy behind it seemed to apply more to the fiction catalog than nonfiction material. Sheri agreed that it seemed like too specific of a

reference, and the policy would be better served by using more plain language. George agreed from a PR standpoint, plain language is less likely to be misconstrued. Lastly, Sarah drew attention to the line in the second paragraph of the policy stating “The Library is committed to providing an equitable basis for purchasing materials, ensuring that consideration of the needs of historically oppressed, underrepresented, and underserved groups is integral to collection development and management.” Sarah suggested the descriptives be reorganized for clarity to “historically underrepresented, oppressed, and underserved groups.” Lydia agreed that it is a real balancing act encouraging a philosophy embedded in your policy while still keeping things simple. This will require some more conversation until a final draft of the policy can be presented.

- (c) BOLT meeting calendar- Clayton provided a draft schedule for 2024-2025 Board Meetings. He shifted the June meeting again to a Wednesday to accommodate staff participation. The board anticipates approving this schedule at their September meeting. Clayton asked that everyone check their calendars for conflicts.
- (d) 2025 calendar- Clayton provided a draft 2025 holiday closure schedule. Donna noted that the library will be closing at noon on Good Friday and it will be closed for Easter Sunday, but there was no mention of closing on the Saturday. Clayton explained that the library will close on Good Friday, not for any religious reason, but because the union contract dictates that if Town Hall is closed, the library will also close. He sees no reason we cannot be open on that Saturday. Sheri, Donna and John spoke up in favor of keeping the library open on the Saturday before Easter. Donna asked for clarification on the fourth of July holiday. Clayton explained that this year Tony decided that all Town Departments would be closed on Friday July fifth as an extension of the Independence Day holiday weekend, but the fifth is not an official holiday according to the union contract, unless the fourth falls on a Friday or Monday, in which case the library will be closed for a three-day weekend.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES none.

STAFF AND TRUSTEES REMARKS- none.

ADJOURNMENT- A motion was made and seconded (McLeish/Cummings) to adjourn. All approved and Donna called the meeting to an end at 8:20pm.

Respectfully submitted,



Recording Secretary