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Clayton Cheever, Library Director

**Library Board of Trustees**

*George Michalec, Chair*

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*Sarah Begg*

*Marguerite Cummings*

*John Hall*

*Donna Montgomery*

**MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Minutes of October 08, 2024 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 representatives present: Liz Hogrell

Recording Secretary: Casey Argyrou

George Michalec called the meeting to order at 6:30 p.m. The meeting was held in person in the Library's Trustees Room and was recorded by Norwood Community Media.

**CONSENT AGENDA**

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

**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 welcomed Liz Hogrell, the Program Coordinator for the Norwood Coordinated Family and Community Engagement grant, commonly known as CFCE. With over 15 years of experience in early childhood education, Liz took over management of the grant in January, 2024. The grant is funded by the Department of Early Education and Care (EEC), which differs from DESE (The Department of Elementary & Secondary Education). There are over 80 CFCE programs across Massachusetts, serving a total of 350 cities and towns. The CFCE network focuses on promoting and supporting parent education and family engagement, early literacy and child development, collaboration among local early education and care partners, smooth transitions between early education settings, home, and school, and high-quality programming for children aged 0-6. Liz's favorite aspect of the CFCE grant work is facilitating parent-and-child playgroups. In Norwood, she holds many of these playgroups at the Poirier Village Center, thanks to the support of the Housing Authority. Liz explained

that the grant was previously overseen by Norwood Public Schools, but since July it has transitioned to the oversight of the Morrill Memorial Library. Liz benefits from the mentorship of the library's Children's and Outreach staff, and as a literacy-based initiative, the objectives of the grant seamlessly align with the library's five-year strategic plan.

John asked if the CFCE is able to accommodate children with special needs. Liz said that when she started, she did see a need for more sensory experiences for children on the spectrum. She was able to use funding from the grant to purchase a whole room of sensory activities and toys for the Poirier House. She also works closely with the early intervention groups in the neighborhood. John said it is clear that Liz has the energy and expertise that would be so useful to a program like this. Marguerite asked how many children in Norwood receive services from the grant. Liz explained that grant funding is based on how many children in that age group there are in the town. Norwood has remained around five hundred children in the 0-6 age range for the last few years. Clayton expressed how excited he is to have Liz on staff and for the library to be part of such a worthwhile and important cause.

## REPORTS

- (a) Personnel Report & Contract Updates- Clayton is back from vacation. He expressed appreciation to the library staff for making sure everything ran smoothly while he was away. This week he will be working with Human Resources to get an official offer letter out to a new Page that Joanne Rabbit interviewed while he was away.
- (b) Programming Report – The Halloween costume swap has begun. Patrons can pick from the selection without donating, but many patrons are also happy to donate their costumes and see them get new life. Clayton thanked Liz Reed for her excellent job decorating the library for Halloween in honor of the Adult Services Halloween Scavenger Hunt which has also begun. Scavenger Hunt cards can be found at the public desks, or you can register through Beanstack.
- (c) Maintenance & Repair- Clayton is still working with Jason Adams to schedule the building study.
- (d) Friends of the Library- The Friends book sale went great this past weekend. They made a little over \$2800. Membership is also up. The book sale room continues to bring in around \$300 a month. George explained that the book sales are a lot of work for the Friends, but they are doing a great job. The branded mugs are also selling well. The Friends hope to be adding to their merchandise offerings soon.

CORRESPONDENCE- None.

## OLD BUSINESS

- (a) Planning an open house for the Poirier Village Center/CFCE Draft Collection Development Policy- The Open House has been delayed for now. Liz has a lot of new and exciting things to implement at the Poirier House tying the CFCE into the library, so it will make more sense to wait until those are completed before the open house.
- (b) Trustees Committees (Ad Hoc, Personnel & Finance)- No updates.
- (c) Patrons in the Library- No updates.

NEW BUSINESS - None.

SEARCH WARRANTS- None.

MISCELLANEOUS ADVISORIES None.

STAFF AND TRUSTEES REMARKS-Donna said the Rotary Club recently put a "little free library" in the laundromat, and she was happy to find some more world language books to stock the little library with from the Friends Book Sale. Clayton added that the World Language collection at the library is quite substantial and offers material in a wide variety of languages. Library staff also have access to a phone interpreter service which they can use when assisting non English speaking patrons. Clayton shared that he is part of the T.O.N.Y. (Ten Outstanding Norwood Youths) committee. The deadline for nominations is October 15. Nominated individuals should be in 10-12th grade. Nomination forms can be found at the Circulation Desk. The timeline is accelerated this year so that winners can use that to strengthen their college applications.

ADJOURNMENT- A motion was made and seconded (Donna/Begg) to adjourn. All approved by a show of hands, and George called the meeting to an end at 7:00pm. The next meeting will be held on November 12, 2024 with library Administrative Assistant Casey Argyrou.

Respectfully submitted,

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

Recording Secretary