



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

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

Clayton Cheever, Library Director

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

### **Minutes of September 10 ,2024 Meeting**

Trustees: George Michalec, Chair; Sheri McLeish (absent), Vice-Chair; Sarah Begg; Marguerite Cummings; John Hall; Donna Montgomery (absent)  
Director: Clayton Cheever  
Assistant Director: Lydia Sampson  
Staff representatives present: Lydia Sampson  
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/Begg) to accept the consent agenda. The motion passed unanimously by a showing of hands.

**FINANCIAL REPORT:** FY24 End of Year Budget Status, Current FY25 Budget Status, FY24 and FY25 Special Funds Report, FY24 and FY25 Incidentals Report, and FY24 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 the library's Assistant Director and Head of Technical Services Lydia Sampson. Lydia explained that the Technical Services Department is responsible for the behind the scene work in managing the library collection. They receive material, label it, and enter it into the computer database so it's findable and people can check it out. The department is staffed by three additional full time employees: Patty Bailey, Nicole Dana and Kate Sheehan who all started at the library in the Circulation Department before moving on to Tech Services. The department has recently been working on a project to re-catalog and relabel the religion collection (the 200s) according to a new dewey scheme, which makes the shelf space more equitable across religions, unlike the previous scheme that heavily weighted Christian material. Norwood is the sixth library in the network to put this new scheme into place so far. Lydia expressed that it was just the right thing to do. She also highlighted the Library of Things collection, which includes hundreds of items beside books that

people can take out like puzzles and outdoor games, kitchen gadgets, household tools, tech items, wires and chargers, and more. It's a great resource that allows patrons to try something before deciding if it's something they want to purchase. All of these items are cataloged so they can be searched in the Minuteman catalog. They are also on display for in-person browsing on the second floor by the Reference desk. John Hall asked how quickly updates to the catalog can be viewed by patrons. Lydia explained that as soon as an item is added, it is available for a patron to place a hold on. Updates happen in real time. He asked if libraries are known among the network for having certain collections. Lydia said she sees this most frequently with world language collections, as libraries usually have more items in languages spoken by their community. She shared that Norwood is also very well known for its knitting needle collection and cookbooks. John asked if certain collections are ever highlighted on the website. Lydia said that yes, with a recent tech upgrade, they now have the functionality to highlight certain collections and displays on the website. It also makes it possible for patrons to find out about upcoming library programs that relate in some way to their material searches. For example, if a patron were to search for material on domestic violence, they would also be shown that the Norwood library is hosting a program on the subject tonight. George said he's so impressed by the Library of Things collection and how it always seems to be growing. Lydia said she will be doing a presentation on the collection at the New England Library Association annual conference in Portland Maine in October. Marguerite shared that she had a great experience borrowing some blocking mats for her quilting projects from the library of things. Clayton expressed how happy he was for Lydia to be able to shed some light on the many positive things the Tech Services Department does for the library and the community.

## REPORTS

- (a) Personnel Report & Contract Updates- Human Resources is still working on compiling the new contract and all recent MOAs, so we have a single complete document. We hope to have it in hand soon.
- (b) Programming Report – Now that the Summer Reading programs have ended staff are gearing up for the Halloween Scavenger hunt. The Trustees were encouraged to read the packet for an overview of the huge amount of programming that was offered over this summer. Norwood Day was also a huge success. A local henna artist was able to offer 100 attendees henna artwork at the library tent and library staff had over 400 personal interactions with Norwood residents. Clayton shared that there is a link now where you can add all of the library programs to your personal google calendar. If anyone wants to do this, let him know. The library has also welcomed Liz Hogrell onto staff and formally incorporated the CFCE grant into library operations. CFCE programming will be added to the general library events calendar and there will also be an option for patrons to filter events just for CFCE/Poirier Center events.
- (c) Maintenance & Repair- Facilities will be coming in to turn off the AC and switch over to heat in early October. They came in last week and deep cleaned the children's room carpet, and they were also responsible for removing a dead/dying tree with some dangerous loose limbs last month. Within the next few weeks they hope to be able to plant a new red bud tree in the front of the library.
- (d) Friends of the Library- George reported that the Friends had a very successful day at Norwood Day. They will have their first meeting back after the summer break Wed 09/11. The fall book sale will be October 4th-6th. They plan to increase promotion with Norwood schools to get volunteers.

CORRESPONDENCE- This month's packet included praise for library services. Clayton also included a report from the Library Freedom Project about Library values and intellectual freedom, some data from Midwest Tapes about digital usage at our library, and the FY24 ARIS report which was wonderfully compiled by Lydia. George noted he was amazed to see how many more programs the library offered in FY24 and how the study room use had increased.

#### OLD BUSINESS

- (a) Draft Collection Development Policy- The Ad Hoc Committee met last Thursday to review the Collection Development Policy that Clayton and Lydia presented during the June BoLT meeting . The committee made their suggestions and approved the policy with their edits to be brought before the full board tonight for approval. Sheri communicated her full endorsement of the policy to George prior to tonight's meeting. A motion was made/seconded to accept the new policy (Hall/Cummings), and it was unanimously approved by a show of hands. Lydia thanked everyone for their feedback on the policy.
- (b) 2024/2025 BoLT Meeting Calendar- John asked if the Board meetings would continue at 6:30pm. Clayton said yes, as long as everyone agrees. He added that there have been some minor changes to this schedule since the Board first saw it in June. He has asked Liz Hogrell to join the Board for October. Joanne Rabbitt was previously scheduled to present that month, but her monthly reports are now incorporated into the Head of Borrower Services report. The Board was happy to continue with the schedule as presented. No vote was needed.
- (c) 2025 Library Calendar- There was a change to the Fourth of July holiday weekend, as the contract states if the fourth of July lands on a Friday or Monday, the library will close for the weekend. A motion was made and seconded to approve the 2025 library closure schedule (Begg/Hall). The motion was unanimously approved by show of hands
- (d) Trustees Committees (Ad Hoc, Personnel & Finance)- The Ad Hoc Committee is the only committee that has met so far this year. They did so to discuss the Collection Development Policy.
- (e) Patrons in the Library- There was an issue last week where a young patron got stuck in the children's department bathroom due to a faulty lock mechanism. A custodian was able to shoulder open the door, and no one was injured, but the door was out of order for a few days until it could be repaired. The Sewstainability Stash Share, which typically brings in a large crowd of crafters is this upcoming weekend. Sarah Begg asked if anyone has asked about political campaigning outside or inside of the library. Clayton explained that he has not received any requests, and although he fully encourages free speech, he would need to make sure it was done in a way that would not disrupt other patrons.

#### NEW BUSINESS

- (a) Planning an open house for the Poirier Village Center/CFCE- The Poirier Village Center is a small house on Roosevelt Ave. which is managed by the Norwood Housing Authority and used by the CFCE to offer programming to families of children under five. Now that the CFCE grant has been incorporated into the Library, we now have the ability to give greater visibility to these programs and utilize the building

as something of a satellite location, which may include offering a physical children's collection that can be checked out and returned to that location or a larger book drop where all patrons could return material. Clayton suggested that he'd like to see some kind of an open house at the Poirier Center making people aware of the CFCE as well as the new affiliation with the library. He thought this would be an opportunity for the Trustees to plan and facilitate this gathering, which would also serve to make the public aware of the role of Library Trustees and their support of this collaboration. The building is quite small, but they have a large outdoor area, so George suggested planning something before the weather gets cooler. Marguerite asked who handled the grant before it was transferred to the Library. Clayton explained that Liz Hogrell led the grant under supervision of the Norwood Schools as the grant is paid by the Department of Education and Secondary Education (DESE). Clayton explained that Liz was working alone at the Poirier and she had a desk at the Savage Center but she handled the grant on her own. Now she is part of the Children's Department and she has the support of our staff. This partnership allows both parties more resources, and together we are able to work toward the common goal of early childhood literacy. Clayton will talk with Liz and Kate about possible dates for an open house celebration, and he asked that the Trustees begin to think about how they might be able to participate and offer their support.

SEARCH WARRANTS- none.

MISCELLANEOUS ADVISORIES none.

STAFF AND TRUSTEES REMARKS- Clayton noted that he will be away from the library the last week of September and the first week of October, which will interfere with his ability to compile the October Board Meeting packet. In order to get the Trustees something to review in advance of the meeting, Casey will send over the September minutes and the financial documents as soon as they are ready and once Clayton is back, he will compile the Department reports.

ADJOURNMENT- A motion was made and seconded (Hall/Begg) to adjourn. All approved by a show of hands, and George called the meeting to an end at 7:22pm. The next meeting will be held on October 08, 2024 with Liz Hogrell CFCE Coordinator.

Respectfully submitted,



Recording Secretary