



**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 November 12, 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 representative: Casey Argyrou  
Recording Secretary: Casey Argyrou

George called the meeting to order at 6:33 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 including the minutes of the October 8 Board Meeting. 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 Casey Argyrou, the Library's Administrative Assistant. Casey reported that this year's numbers for passports and notaries are consistent with the last three years. Staff is averaging 650 passports a year, which brings in between \$20-30k per year for the library. They are also doing an average of 1,000 notaries per year, of which Casey handles around 60%, as she takes care of nearly all walk-in requests. The passport program will not need to be audited this year, as the program passed last year, but Casey will handle the annual recertification in December. She also shared a brief summary of her other job duties. Casey is responsible for tracking all income and outgoing funds and providing monthly financial reports to the Trustees and Director to ensure spending is on track and within budget. She also serves as a first point of contact for library patrons that call the library with questions. In addition to passport and notary questions, Casey manages reservations for the Simoni and Trustees' rooms for outside organizations, the display case on the

first floor, and donation bins on the first floor. Casey is a resource to staff with questions about benefits, payroll, retirement, and leave. She also schedules meetings for library staff, Friends of the Library, and the Trustees, attends the meetings, and provides meeting minutes to the staff. Casey has worked at the library for six years. Lydia and Clayton thanked Casey for her excellent work ethic, emphasizing how integral she is to the smooth operation of the library. John and Marguerite concurred and shared additional praise for Casey's contributions to the library. There was unanimous agreement that Casey is a tremendous asset to the library, and indeed, the town.

## REPORTS

- (a) Personnel Report & Contract Updates- Part time Circulation Assistant Sarah Widberg has given notice that she will be resigning at the end of the month. Clayton has been working with HR to recruit part time help for the Circulation Department. We are looking for new staff who can take on 5-12 hours per week (20-27 hours per month), primarily on nights and weekends. Priority will be given to applications received by Monday, November 25, so interviews can begin in early December. John asked where the job listing is posted. Clayton said it is on the library website, the town's website, as well as shared on the [MBLC Job Board](#) and [Simmons College SLIS Jobline](#). The position requires a high school diploma, though higher education is preferred, it is not required. We are seeking strong language skills, especially in languages other than English, excellent customer service skills, and the ability to work well with a team. Sheri asked if applicants would be considered if they have another full or part time job, and Clayton said that yes, as this is a part time position, and we have a lot of flexibility with scheduling, we can work around them having other responsibilities. He added that this is a great way for someone interested in pursuing a career in libraries to get their foot in the door. Clayton also shared that he has seen the latest MOA for the library union contract, but work is still continuing to compile the final document.
- (b) Programming Report – This year's Artist in Residence, Miz Diamond Wigfall, will be hosting a screening of the film *Paris is Burning* tonight at 7pm. They will also be presenting on The Business of Drag next week. Clayton shared that the Halloween Scavenger Hunt and the Costume Swap went great this year, and the library received a lot of positive feedback. The Planning Board will be hosting a meeting at the library on December 10 from 6-8pm where residents can begin sharing their ideas for the Norwood Comprehensive Plan. The full event calendar can be found [here](#).
- (c) Maintenance & Repair- The Department of Public Works has planted a new dogwood tree in front of the library, and they have been proactive about watering and fertilizing it. Clayton is still working with Town Hall to get the Building Study done to assess the needs of the library building.
- (d) Friends of the Library- The Friends' next meeting is tomorrow. They are working on balancing their books and determining how much they can donate to the library for programming expenses for 2025. They are looking into some more fundraising opportunities including another branded item to sell and a large offsite fundraising event. The book room and biannual book sales are still going strong, but they're ready to move on to their next challenge. Clayton has been talking to the Friends about expanding their pollinator garden. The herb garden was successful again this year, and has been closed for the season.

CORRESPONDENCE- Clayton shared some mixed community feedback about this year's Artist in Residence programming, and he shared some very positive feedback for the Homebound Delivery program. The Outreach Department currently has more volunteers on deck, so they are able to take on more homebound

delivery patrons as needed.

OLD BUSINESS

- (a) Trustees Committees (Ad Hoc, Personnel & Finance)- none.
- (b) Patrons in the Library- No updates.

NEW BUSINESS - None.

SEARCH WARRANTS- Clayton has received a request for some public records. He is working with the Town's legal council to respond to that request.

MISCELLANEOUS ADVISORIES None.

STAFF AND TRUSTEES REMARKS- Clayton reminded the trustees to send in their monthly book recommendations so they can be included in the *Staff Picks* lists.

ADJOURNMENT- A motion was made and seconded (Montgomery/Hall) to adjourn. All approved by a show of hands, and George called the meeting to an end at 6:59pm. The next meeting will be held on December 10, 2024 with Co-Head of Literacy and Head of Homebound Delivery Kirstie David.

Respectfully submitted,

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

Recording Secretary