

**Norwell Board of Selectmen  
Meeting Minutes  
November 7, 2012**

Gregg McBride opened the meeting and introduced Ellen Allen, David DeCoste and Town Administrator James Boudreau. *MOTION: Ellen Allen moved the Board approve the agenda as written. Seconded by David DeCoste and unanimously voted.*

**7:35 Library Board of Trustees – Sunday Hours** – Present: Jeanne Hagelstein-Ivas and Rebecca Freer. Rebecca Freer explained a pilot program of opening the Library on Sundays using State Aid. They pointed to the Library's recent survey of the town in which a third of the respondents requested Sunday hours. The cost for labor only for the 4 month trial period would be \$6145. (Attached to these minutes is a handout they provided to the Selectmen.) Ellen Allen and Gregg McBride voiced their support for the idea of being open on Sundays. However the Selectmen and Jim Boudreau also expressed several concerns: inadvertently setting a precedent for all Personnel Plan employees by paying time and half; increasing hours of part time positions to the point they become benefits eligible, thereby increasing other budget items; increasing building operating costs; lacking permanent funding should they want to continue Sunday hours in the future; and potentially accusing Selectmen and Advisory Board members of "cutting Library hours" if they do not add the cost of Sunday hours to the town's Library budget in the future to replace the temporary funds utilized by the Library. (It was noted that this was done last year.) Gregg McBride said that there are libraries using State Aid to support operations each year and that this is a stated purpose for it. He inquired why the Library has been unwilling to do this in the past, but has now changed its mind. Rebecca Freer and Jeanne Ivas emphasized that this would be a pilot program, not a permanent increase in hours or in the use of State Aid. They agreed not to create additional benefits eligible positions. They explained that a permanent increase in hours would require adding personnel, and acknowledged that funding would be a critical issue if they were to pursue adding Sunday hours beyond the trial period. Per the new Charter, the Town Administrator has the final approval authority to add new positions. For this trial period, the Library needs to go to the Personnel Board to discuss the plan to pay employees time and a half.

**8:00 Fire / Police Department Update** – Chief Reardon and Chief Ross gave a brief update on the storms. Chief Ross told the Selectmen that the Police Academy has been put on hold and the 2 new officers will not be starting as soon as planned. Consequently, they are not yet employees of the Town. Chief Ross will be asking for 2 new cruisers for the FY14 budget. Chief Reardon discussed Fire Dept. operations so far this year. Ellen Allen asked the Chief to discuss equipment needs, including why the Town needs a ladder truck when there are no tall buildings. The Chief explained that it extends the equipment to areas where the Truck can't drive such as to homes up on hills or set far back off a paved road. He also discussed the concept of sharing equipment with other towns, which he supports. However, he said that few chiefs are receptive to the idea. The Selectmen thanked both Chiefs for working so well together.

**APPROVAL OF MINUTES:** October 24, 2012 Open Meeting

*MOTION: Ellen Allen moved that the Board approve the minutes for the October 24, 2012 Open Meeting. Seconded by David DeCoste and unanimously approved.*

## NEW BUSINESS

**Approve Inter-fund Borrowing** – Jim Boudreau explained that Town Meeting had authorized Borrowing for the Police Station design and for new Financial Management Software. By authorizing inter-fund borrowing, the Town can pay vendors without issuing numerous small bonds and can then issue a single larger bond at the end of the Fiscal Year. The Selectmen asked to defer this until the following week's meeting.

## UPCOMING MEETINGS:

November 14, 2012 (Highway/Trees & Grounds update)

November 28, 2012 (Auditors Report and Finance Department update)

## ANNOUNCEMENTS:

- 1<sup>st</sup> Annual Veterans Day Ceremony to be held on the Town Common, Sunday November 11, 2012 at 11:00 AM.
- Norwell VNA Holiday on the Common, Sunday December 2, 2012 at 2:00 PM with Tree lighting at 4:00 PM.

## ADJOURNMENT

### EXECUTIVE SESSION – Collective Bargaining, Contracts

*MOTION: Ellen Allen moved the Board exit Open Session to enter into Executive Session for the purpose of discussing union and non-union contracts and not return to open session. Seconded by David DeCoste and unanimously voted.*

Chairman Gregg McBride explained that to discuss this in an open meeting might have a detrimental effect on the Town's bargaining or litigating position. John Mariano polled the Board. Gregg McBride voted yes, Ellen Allen voted yes and David DeCoste voted yes.

  
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Board of Selectmen

## POLICY TO ADDRESS A TRIAL PERIOD OF SUNDAY HOURS

**Library Mission Statement:** The Norwell Public Library is a publicly funded center for the pursuit of lifelong learning with a commitment to maintaining a strong professional staff, a high quality collection of materials and an attractive, functional building. The library welcomes all and strives to be responsive to the changing needs of its users, provides opportunities for intellectual stimulation and is a refuge for contemplation and friendly discourse. Access to the extensive collection is available through print materials, emerging technology and online services. Norwell Public Library is dedicated to being an educational and recreational resource to the community.

### Long Range Plan 2010-2015:

“The public would like to see the library open additional nights and Sundays.” p.8

**Library as Commons Goal 2** – “The library will continue outreach efforts to the community at large as to the value of Library services and resources.”

**Policy Statement:** Norwell Public Library Trustees recognize the community interest in the establishment of library hours on Sundays. Trustees also recognize the importance of days of rest for employees. In order to accommodate both interests the Trustees will implement a trial period of Sunday hours beginning Sunday, January 6, 2013 through Sunday, April 28, 2013.

### General guidelines:

NPL will be open on the following Sundays from 1 PM to 5 PM, weather and staffing permitting.

January 6, 13, 27

February 3, 10, 24

March 3, 10, 17

April 7, 21, 28

### Guidelines for employees:

- Sunday hours are voluntary.
- Compensation for permanent part-time employees will be 1.5 times the hourly rate.
- Compensation for professional staff (37.5 hours) during the trial period will be 1.5 times projected hourly rate.
- Staffing level will consist of one professional librarian and at least 2 circulation assistants. If the staffing level for 2 circulation assistants cannot be filled from current permanent circulation staff, then temporary circulation assistants may be hired for Sunday only hours during this trial period. Sunday only hires will not be eligible for 1.5 times the hourly rate, only straight time.
- Inclement weather conditions may prevent opening on any given Sunday. The professional librarian on duty in consultation with the director will determine the feasibility of opening in an inclement weather situation.

**Funding source:** Since Sunday hours are experimental, the funding source will be from state aid for trial period only. If Sunday hours prove popular and are in demand, a stable source of funds will need to be found.

LIBRARY	# HOURS	SUNDAY HOURS	SUNDAY MONTHS	DAYS CLOSED	SHORT DAYS
Hingham	56	1pm-5pm	Sept-April	Fri	<7
Cohasset	55	2pm-5pm		none	
Scituate	59.5	1:30pm-5pm	Oct-April	none	
Hanover	48	no		Sunday	
Duxbury	49	no		Sunday	Tues.
Abington	53.5	no		Sunday	Fri.
Milton	64.5	1pm-5pm	Oct-May	none	
Pembroke	58	12pm-4pm	Oct.-May	none	
Marshfield	52	no		Sunday	
Weston	66	1pm-5pm		none	
Sharon	53	no		Sunday	
Plymouth	56	12:30-5	Sept.-June	none	
Quincy	64	1pm-5pm		none	
Sandwich	54	1pm-5pm	Oct-April	none	
Norwell	51	1pm-5pm	Jan.-April	none	

Library Hours

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Abington	10am - 8:30 pm	10am - 8:30 pm	10am - 8:30 pm	10am - 8:30 pm	12:30 pm - 5:00 pm	10am - 5 pm	Closed
Cohasset	10am - 8pm	10am - 8pm	10am - 5pm	10am - 8pm	10am - 5 pm	9am - 5 pm	2pm - 5pm
Duxbury	2pm - 8 pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 5pm	10am - 5pm	Closed
Hanover	10am - 8pm	1pm - 8pm	10am - 8pm	10am - 5pm	10am - 5pm	10am - 5pm	Closed
Hingham	10am - 9pm	10am - 9pm	10am - 9pm	10am - 9pm	Closed	9am - 5pm	1pm - 5pm 9/12-4/28
Marshfield	10am - 8pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 4pm	10am - 4pm	Closed
Norwell	10am - 8pm	10am - 8pm	10am - 8pm	10am - 5pm	10am - 5pm	10am - 5pm	Closed
Pembroke	10am - 8pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 5pm	10am - 5pm	12pm - 4pm Oct. - May
Scituate	9am - 9pm	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5pm	9am - 5pm	1:30pm - 5p Oct. - Apr.