

**Norton Public library  
Meeting of the Board of Directors  
Tuesday June 14, 2011  
7:00 PM**

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**Attending:** Brian Stalters, Herbert Ellison, Kenneth Perlow, Elaine Jackson, Lisa Daly-Boockoff, Lee Parker, Marjorie Crowe, Gail Robinson

**Absent:** Robert Berg, Carlton Moore, Donna Summerfield

**Clerk's Report:** The Clerk's report was accepted.

**Treasurer's Report:** The Treasurer's report was accepted.

**Park Committee:** The Norton High School Honor Society members have offered to help with work at the park.

**Head Librarian's Report:** Elaine reported that on May 16<sup>th</sup> she fell at home and broke her shoulder. She was out of work for the rest of the month and, to her disappointment, was unable to assist Lee and Jane, who then handled the interviews for Circulation Supervisor without her. Jane attended the Friends meetings in May and June in her place. The necessary plumbing repairs to the library were made on June 10<sup>th</sup>. The garage needs to be cleaned out and put in order. Elaine expressed her appreciation for the most enjoyable reception in honor of her retirement which was held in the Library Community Room and thanked the Trustees for their gift.

**Youth Services Librarian's Report:** Mary Elizabeth Klenowski was hired as Circulation Supervisor. She is currently working on her Masters Degree in Library Science at Simmons College. She has library experience and is available for a flexible work schedule. Two summer interns, Nicholas Miller and Kara Mackie, were also hired, one for 20 hours and one for 10 hours. The Discovery Den is completed, lots of programs were held and the monthly bulletin board is done.

**Correspondence:** Midge will write to Anna Biron of ChezVous catering service to thank her for the lovely refreshments for Elaine's party. The Trustees also thanked Gail Robinson and the Girl Scouts for the Hawaiian decorations throughout the Community Room.

**Old Business:** Herb did a thorough job of the initial update of the Constitution, following the discussion held at the last meeting. Further discussion followed. The Constitution is being studied and updated in order to be presented at the annual meeting of the Corporation for consideration.

Prior to our next meeting, Brian, Herb and Lee will arrange to meet with Michael Yunits, the new town manager, for the purposes of introduction and discovery.

**New Business:** Elaine requested that Jane, who will now be Assistant Director in addition to her other duties, receive \$3,000, in addition to the increment for this added responsibility allotted in the budget. Herb moved, Ken seconded and the Board voted that the position remain at the salary as budgeted.

Midge proposed, Gail seconded and the Board approved that effective immediately the Board will suspend the following components of the Norton Public Library Employee Benefits and Conditions of Employment:

**MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:** The Norton Public Library will pay the cost of membership to professional organizations for full and part-time employees.

**REIMBURSEMENTS FOR CLASSES:** The Norton Public Library will reimburse full and part-time employees up to 8% of their gross annual income to take job-related classes.

**Bills:** The Board voted to pay the bills.

**Next Meeting:** Tuesday, July 5, 2011 at 7:00 pm.

**Adjournment:** The Board adjourned at 10:00 pm.

Respectfully submitted,



Marjorie Crowe, Clerk