

**Norton Public Library**  
**Meeting of the Board of Trustees**  
**Tuesday September 20, 2011**  
**7:00 PM**

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**Attending:** Brian Stalters, Herbert Ellison, Gail Robinson, Kenneth Perlow, Lee Parker, Robert Berg, Jane Michelmore, Marjorie Crowe, Lisa Daley-Boockoff,

**Absent:** Carlton Moore, Donna Summerfield

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

**Treasurer's Report:** The Treasurer's Report was accepted. Bob noted that Herbert and Jane Ellison had made a generous contribution to the Park Committee.

**Park Committee:** Students from Wheaton College have volunteered to return to work in the park to clean up leaves when they have fallen from the trees. Wheaton students volunteer often. Earlier this fall about 12 students helped with work at the park.

**Trust Committee:** There has been some loss to the portfolio due to a fall in market value.

**Head Librarian's Report:** A busy and eventful summer registered 5,986 visitors in July and 6,420 in August. Lee moved the Director's office to the front office which is a central, visible and accessible location directly behind the Circulation Desk. The new Circulation Supervisor, Molly Klenowski, began in July, and Leslieanne Costello has been hired as Youth Services Librarian. The payroll structure has been restructured which should result in savings of payroll costs as well as time doing payroll. A series of building issues were addressed, some caused by the hurricane. The water heater in the men's public restroom burst necessitating the purchase of a new water heater. Staff responsibilities are being shifted based on the new patterns of visitors and staff.

**Youth Services Librarian's Report:** In addition to her work as Head Librarian, Lee continued directing the youth programs and activities during the summer. She had the help of two teen summer interns and Kathy to keep the in-house and online program running smoothly. Among the on-going and well attended programs held throughout the summer, were some funded through the Cultural Council, such as "Harry Potter Book Cooks for Kids." The MOMS Club and CPC also featured programs, and several movies were shown. The Concert in the Park series continued this year, as well.

**Old Business:** Lee has so far been unable to attain bids to remove and replace carpeting at the Circulation Desk. She will seek a figure to get the carpet removed. Herb is still in the process of updating the NPL Constitution and will send the latest version by email for examination. Discussion will be held at the next meeting.

Herb moved, Ken seconded and the Board approved the expenditure of \$6,995 from the Building Fund account for a new phone system.

Brian, Herb and Lee met with the Selectmen who expressed appreciation for the attitude and efforts of the library staff and trustees for pushing forward in difficult times and keeping as many services as possible.

The Finance Committee requested that we re-submit the library budget. Herb moved, Bob seconded and the Board approved that the Circulation Supervisor position remain at 19 hours and that we submit a budget of approximately \$332,000, with the exact figure to be worked out.

**New Business:**

The Library will be closed on the following holidays:

Thanksgiving: November 24 & 25

Christmas: December 24, 25, 26

New Year's: January 1 & 2

The Annual Meeting will be held on October 25 at 7:30 PM.

The following Nominating Committee was appointed: Ken Perlow, Lisa Daly-Boockoff and Colleen Berg.

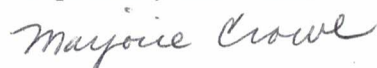
Gail will investigate local sources for snow shoveling as necessary during the winter months.

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

**Next Meeting:** Tuesday, October 11, 2011

**Adjournment:** 9:40 PM

Respectfully submitted,



Marjorie Crowe, Clerk



Brian Stagers