

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, March 13, 2012
7:00 PM**

Present: Brian Stalters, Lisa Daly-Boockoff, Lee Parker, Kenneth Perlow, Gail Robinson, Robert Berg, Carlton Moore, Marjorie Crowe

Absent: Herbert Ellison, Donna Summerfield

Clerk's Report: Minutes from the February 14, 2012 meeting were reviewed and accepted.

Treasurer's Report: The Treasurer's report was reviewed and accepted.

Director's Report: Lee Parker reported that, in addition to Amanda Viana, the new Information Services Librarian, two Wheaton College workstudy students have been hired to work with the Children's Department and Technical Services. Planned technology changes continue to move forward. Preparation of the FY budget continued. Adult groups and programming are going well. With the increased hours open for service, circulation and new patron registrations have risen sharply.

Youth Services Librarian's Report: Leslieanne Costello inaugurated the new teen book club with the first meeting. Also, 14 teens participated in two teen volunteer training sessions and have already had 33 hours of trained drop-in help around the children's area. Only seasonal items will be featured in the Holiday section on special display, making titles more easily found by users during the time they are in demand. The new Parent-Child club has made a successful beginning.

Correspondence: The official Certificate of Change of Principal's Office and Certificate of Change of Directors or Officers of Non-Profit Corporations were received from the Commonwealth of Massachusetts.

Old Business: Following review and discussion, the final format of the following three policies was unanimously approved: Norton Public Library Wireless Access Policy, Norton Public Library Fine Rates and Fees and Norton Public Library Computer Use Policy. The motion was made by K. Perlow and seconded by C. Moore.

Following comparative study, focusing on staff wages, C. Moore moved and K. Perlow seconded the motion that the discussion be tabled until the next Trustee meeting. The motion was unanimously approved.

Upon recommendation of Director L. Parker and Treasurer R. Berg, the Library has transferred payroll service to Harper Payroll Service, which is used by other town departments. Transition will begin in April, the beginning of the new quarter.

B. Stalters reported that the fitting and replacement of the countertop of the reconfigured Circulation Desk will require professional service.

New Business: K. Perlow moved, R. Berg seconded and it was unanimously passed that a Blue Ray player be purchased for Community Room use with the new Theater System.

A motion to pay the bills made by C. Moore and seconded by K. Perlow was unanimously approved.

The meeting was adjourned at 9:10 PM until the next meeting on Tuesday, April 10, 2012 at 7:00 PM.

List of Documents used at the Meeting:

Director's Monthly Report

Youth Services Librarian's Monthly Report

Clerk's Report

Treasurer's Report

Norton Public Library Wireless Access Policy

Norton Public Library Computer Use Policy

Norton Public Library Fine Rates and Fees

Respectfully submitted,

Marjorie Crowe, Clerk

Brian Stalters, President