

Norton Public Library
Meeting of the Board of Trustees
Tuesday, December 11, 2012
7 p.m.

Present: Brian Stalters, Lisa Daly-Boockoff, Herbert Ellison, Kenneth Perlow, Robert Berg, Carlton Moore, Gail Robinson, Bob Keating, Lee Parker

Absent: Jill Mathieu

Clerk's Report: Minutes from the November 13 meeting were reviewed and accepted.

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

Director's Report: L. Parker discussed recertification of the library and that Part 1 of the FY 2013 State Aid to the Norton Public Library is \$6,353.94. L. Parker noted that Norton library ranked 49th out of 50 libraries in terms of budgets, salaries, etc.

Youth Services Librarian's Report: The Board reviewed the Youth Services Librarian's written report. A lot of rearranging has been completed in the children's area. The Youth Services Librarian is planning the summer reading program and visits to schools in the town.

Correspondence: L. Parker will send condolence cards to the families of Edward McCarron, husband of town employee Judy McCarron, as well as Anne Hiltz-Donovan. A. Hiltz-Donovan was a member of the Norton Public Library Board from 1975-1994 and served as president from 1983-1984.

Old Business: The renovation of the circulation desk was discussed. Dave Miller's estimate increased by \$400 to include painting and oak finishing. Dave Miller and the countertop installer require deposits to purchase materials. C. Moore suggested installing a plaque on the circulation desk in honor of recently retired Head Librarian Elaine Jackson. C. Moore made a motion to approve renovations to the circulation desk. B. Berg seconded the motion. It passed unanimously.

The Board reviewed an estimate from Strojny Glass Co. to replace 27 failed insulating units on the library door and an estimate to make the door handicapped accessible by installing two auto door operators.

The Board discussed the recent recertification of the library. B. Berg made a motion to host a celebratory luncheon for the staff for their hard work and dedication during the last few years. H. Ellison seconded the motion. It was unanimously approved.

L. Parker presented the Board with a budget that will be presented to town hall.

New Business: The Board discussed the five-year expense plan requested by the town hall. L. Parker will submit the plan to town hall by tomorrow (the deadline.) The plan will include money for the eventual replacement of three HVAC units, the replacement of the failed insulated windows and the installation of the auto door operators.

The Board discussed staff development measures. B. Berg made a motion to approve the measures; C. Moore seconded it. The motion was unanimously approved.

L. Parker presented a request by Financial Educators Network of MA to use the community room. H. Ellison made a motion to deny the request; B. Stalters seconded the motion. The Board unanimously voted to deny the request because the program sounded like a profit-making venture.

The Board discussed how to handle a situation when a person dies owing money to the library. (Recently a patron died owing \$200 in fines.) The Board agreed to waive such fines.

Nominating Committee: K. Perlow moved that Robert Keating be accepted to the Trustees for a term of three years. H. Ellison seconded it. The motion was unanimously approved.

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

The meeting was adjourned at 8:30 p.m. The next meeting will be held on Tuesday, January 8 at 7 p.m.

List of Documents Used at the Meeting:

Director's Monthly Report
Youth Services Librarian's Report
Clerk's Report
Treasurer's Report
Staff Roster
Strojny Estimate
Miller Construction Estimate

Countertop Estimate
Budget
Five-Year Plan

Respectfully submitted,

Lisa Daly-Boockoff, Acting Clerk

Brian Stalters, President