

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, April 9, 2013  
7:00 PM**

**Present:** Brian Stalters, Lee Parker, Herbert Ellison, Lisa Daly-Boockoff, Gail Robinson, Ken Perlow, Carlton Moore, Robert Keating, Jill Mathieu

**Absent:** Robert Berg

**Clerk's Report:** The minutes from the March 12, 2013 meeting were reviewed and accepted.

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

**Reports of Special Committees:**

**Park Committee.** H Ellison requested funds for plants (\$700 – 2,000) and Kathy Zawalsky has offered to work with him on the park. L Daly-Boockoff will write a press release to promote the park, request help with cleanup and also mention that bricks and leaves on the donor tree are available for purchase. A motion was made and unanimously approved to minimize expenses this year by purchasing only wave petunias and mulch for the park. A suggestion was made to post a sign on the gazebo regarding weddings in the park. B Stalters will contact the Chartley Garden Club to see if they have any interest in the Library Park.

**Trust Committee.** Ray Mathieu has agreed to be on the Trust Committee. L Daly-Boockoff will contact Lori Murphy about serving on this committee.

**Salaries Committee.** L Parker is gathering other examples of director's contract for the Salaries Committee to review.

**Director's Report:** The Library had 6,849 visitors in March. Computer use is up 300%, circulation is up 20%, and number of visitors is up 10% compared to the same 4 months last year. The community room was in almost constant use over the past month, and included use by the Norton Destination Imagination students practicing for the state tournament and the Norton High School English Honor Society's First Annual Art Show.

**Youth Services Librarian's Report:** The picturebooks project has been completed. The Parent & Child Book Club has grown to 11 children plus their parents and teen Tuesdays have been successful.

**Correspondence:** A proposal/quote was given to install cameras at library entrance and exit.

**Old Business:** H Ellison made a motion to have Strojny finish the final 5 windows in the front for \$851. The motion was seconded by K Perlow and approved unanimously. The energy audit was reviewed and L Parker will ask Dave Miller for a quote to do the smaller items from the audit including replacing door seals, a new gasket, and other items. The new sign for the circulation desk honoring Elaine Jackson was ordered.

**New Business:** The Police Chief received a complaint from a Library patron that someone was looking at pornography on one of the Library computers. Lee explained that the person on the computer was most likely looking at a dating website. If the complaint had been given to one of the staff, the computer in question could be shut down or a message sent to the person at the computer. History is recorded, but wiped out every day. A tutor who sat near the computers has been moved to the children's area.

The revised Circulation Policies were reviewed by the Trustees. A motion was made to accept the new policies by L Daly-Boockoff, seconded by H Ellison and approved unanimously. The new policies will be implemented as of June 1.

Town meeting is May 13.

**Bills:** C Moore made a motion to pay the bills which was seconded by H Ellison and unanimously approved.

The meeting was adjourned at 8:25 p.m. The next meeting will be held on Tuesday, May 14 at 7 p.m.

**List of documents used at the meeting:**

Clerk's Report

Treasurer's Report

Director's Monthly Report

Youth Services Librarian's Monthly Report

Circulation Policy

Energy Audit

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President