

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, May 14, 2013  
7:00 PM**

**Present:** Lisa Daly-Boockoff, Lee Parker, Robert Berg, Herbert Ellison, Ken Perlow, Robert Keating, Jill Mathieu

**Absent:** Brian Stalters, Gail Robinson, Carlton Moore

**Clerk's Report:** The minutes from the April 9, 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 reported that they may need additional funds for the park spring planting but will use money from new brick orders. H Ellison will take care of having a brick made in memory of Louise Lynch, the former long-time treasurer of the Library who passed away last month. L Daly-Boockoff will do a cable update to promote the park, request help with cleanup and also mention that bricks and leaves on the donor tree are available for purchase. L Parker reported that she has asked the electrician to get in touch with H Ellison regarding a number of electrical issues in the park. The Chartley Garden Club has indicated they would like to be involved with the Library Park.

**Trust Committee.** R Berg reported that in order to have new members of the committee, B Stalters will need to be appointed the Designating Officer as follows:

“Resolved:

That Brian Stalters, President (referred to as the “Designating Officer”) acting singly, shall have full power and authority to designate officers of the Norton Public Library Irrevocable Endowment Trust (the Trust) as Authorized Representatives who, acting singly, shall have the power to take any and all actions related to the Library's assets held in the account number 80162008549719 at the Bank of America, including, but not limited to: (a) delivering to the Bank any and all instructions regarding the disposition of the Bank stock, if any, held in the Account (including the stock of its parent company, Bank of America Corporation, and any other successor or affiliated entity); (b) terminating the Agreement and closing the Account and directing delivery of remaining assets; (c) that under the Agreement two or more of the Trust's officers shall be authorized to effect funds transfers on behalf of the Trust; and; (d) to designate two or more of the Trust's Officers as authorized representatives who shall in turn, have the power and authority to effect funds transfers, including the power to : (A) debit and withdraw funds from the Trust's Accounts via wire transfer instructions, and (B) take any

other action, including execution of further documents, necessary to effect transfers under the Funds Transfer Agreement.”

Ken made a motion to appoint Brian as the Designating Officer, seconded by Herb and unanimously approved. Once the document is signed, Brian can then appoint the committee members.

Also, R Berg will recruit someone to fill the other opening in the committee.

**Salaries Committee.** L Parker provided examples of Director’s contracts from other libraries. The Salaries Committee will meet to review these documents.

**Director’s Report:** SAILS is moving to Lakeville from Middleborough and will no longer host the website that our library uses. Money from the Jeff Jackson Technology Fund will be used to pay for assistance with professional graphics and transitioning to a weebly website. The Library purchased 6 new computers with money from the cable grant. The library had 7,735 visitors this month and visitors and computer use were both up 13% and attendance at adult programs was up 25% from last month.

**Youth Services Librarian’s Report:** The Library hosted a workshop on the ALA’s “Every Child Ready to Read” initiative. Girl Scout Brownies Troop 75216 took a tour of the Library; and school vacation week was a big success with an Oak Knoll Audubon Society presentation about frogs & turtles, a storytime, a paper-collage art class, and a visit from Paws, mascot of the Pawtucket Red Sox.

**Correspondence:** Eleven checks were received in memory of Louise Lynch. A thank you was received from the Norton High School Honor Society.

**Old Business:** Strojny finished the final 5 windows in the front for \$851. The new sign for the circulation desk honoring Elaine Jackson was installed. The Library will be open 36 hours/week during the summer.

**New Business:** A Grant Committee was formed to look into a grant from Balfour. Lisa is on the Committee and she will email Brian, Gail, and Carlton to see if they will be on the committee as well. FinCom recommended a transfer of \$3,000 from free cash to cover new longevity amounts for town employees, but did not include Library employees. This will be discussed with the Town Manager before the fall session of Town Meeting. L Parker nominated Kristen Miller for the Kraft Volunteer Award. Two Wheaton students who have worked at the Library are graduating this year; one was awarded the Fulbright Scholarship. Amanda Viana was elected a Trustee for the Somerset Library.

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

The meeting was adjourned at 8:35 p.m. The next meeting will be held on Tuesday, June 11 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

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President