

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, January 12, 2016
8:10 PM**

Present: Brian Stalters, Lee Parker, Lisa Daly-Boockoff, Robert Berg, Christine LeFort, Carol Henson, Robert Keating, and Jill Mathieu

Absent: Herb Ellison and Ken Perlow

Clerk's Report: The minutes from the December 8 meeting were reviewed. A motion to accept the minutes was made by B Stalters, seconded by R Berg and unanimously approved.

Treasurer's Report: The Treasurer's Report was reviewed and accepted. A motion was made by C Henson to accept the Treasurer's Report. This was seconded by B Stalters and unanimously approved.

Reports of Special Committees:

Park Committee: Nothing to report this month..

Salaries Committee: The Salaries Committee met prior to the meeting with the Balfour Trust advisory board.

Trust Committee: A meeting with the Balfour Trust advisory board was held prior to the regular Board meeting.

Director's Report: The first annual holiday craft fair was held the first Sunday of December and the Friends raised over \$1,000. The Norton Police held an active shooter training session in the community room. The library hosted another blood drive. Some electrical work was completed this month with more to be done in January. There were 6,396 visits in December.

Youth Services Librarian's Report: Attendance in December 2015 was twice the attendance of December 2014 with weekly story times, bi-weekly Lego Club, free demo music class, events provided by the CFCE ladies, etc. Ellen Ranney, a retired Children's Librarian and Director will be filling in for LesliAnne for at least 3 of the Wednesday Storytimes when LesliAnne is on maternity leave.

Correspondence: There was a thank you from the Library staff to the Board, a thank you for the donated chairs from Congregation Aguidas Achim, and a thank you to Lee from the cleaning person.

Old Business: Dave Miller has submitted a new proposal with prevailing wage rates for all repairs of \$10,424. We have a purchase order for the new toilets. B Stalters gave the Building Committee a tour of the Library. One of the members provided a list of 3 HVAC companies. B Stalters will contact them. There was a discussion regarding bills from SS. It was agreed that the maintenance bill would be paid, but the bills for fixing the oil leaks will not because the leak has not been fixed.

New Business: The Community Room lights need to be replaced. A proposed new fixture was temporarily placed in the ceiling. B Stalters made a motion that we request a quote regarding the new lights and if it is under \$1,500 to go ahead with installation. This was seconded by R Berg and unanimously approved.

Bills: R Keating made a motion to pay the bills which was seconded by R Berg and unanimously approved.

Next Meeting: The next meeting will be held on Tuesday, February 9 at 7:00.

The meeting was adjourned at 9:30.

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