

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, February 14, 2017 - 6 p.m.**

**Present:** Lee Parker, Christine LeFort, Lisa Daly-Boockoff, Robert Berg, Carol Henson, Patti Binegar, & Robert Keating

**Absent:** Jill Mathieu, Herb Ellison, & Brian Stalters

**Nominating Committee:** The Committee approved Patti Binegar as a new Board member. Patti was initially nominated by R. Berg and seconded by C. Henson. The Committee unanimously approved.

**Clerk's Report:** The minutes from the January meeting were reviewed. A motion to accept the minutes was made by C. Henson. This was seconded by C. Lefort and unanimously approved.

**Treasurer's Report:** R. Berg presented and reviewed the Treasurer's Report. The library is running in line with expenses with the only exception being a high water bill.

An external audit was completed by Castro, Thresher and Oliveria. Audit to be reviewed by R. Berg.

Based on an audit recommendation, the Board will look into records retention and that R Berg will email retention policy guidelines to Board.

Treasurer's Report was accepted by C. Henson and seconded by R. Keating. The Trustees unanimously approved it.

**Trust Fund:** R. Berg reported on the Balfour Trust Fund. R. Berg is back on the Balfour Trust Fund mailing list.

**Park Committee:** N/A.

**Director's Report:** L. Parker reviewed her monthly report. One correction was on the Children's Fund – The correction was from \$1330 to \$1130 from the earlier report.

Building Inspector was in this month. The emergency door needs to open with ease and the ceiling tiles need to be replaced or added in the garage.

The ad was placed with our network SAILS and the Sun Chronicle for the part-time library assistant and a PR Assistant with web experience. The PR Assistant was hired from Wheaton College graphic design program.

**Youth Services Librarian's Report:** L. Parker reviewed the monthly report and the Children's Room Monthly Report

**Correspondence:** March 7 will be MLA Legislative Day.

**Old Business:** Balfour Trust Fund grant proposal was discussed.

**New Business:** External audit was completed by Castro, Thresher and Oliveria.

*Their recommendations:*

- ☐ Currently, gains and loss are reported at the end of the year in the NPL General Ledger but it was recommended to report gains and loss more periodically in the GL.
- ☐ Fair market value of the NPL property should be in the General Ledger.
- ☐ "In Kind" donations should be more formally recorded.

C. LeFort moved to approve the audit report and C. Henson seconded it. The Trustees unanimously approved it.

March 14 will be NPL day at local Home Plate restaurant.  
On March 15, NPL will be closed for staff development.

**Budget:** L. Parker informed Board that the Town Manager asked for both a Level Service Budget Service Level and a Needs Based Budget (50 hours would mean full state aid but a Town override would have to be approved by Town Meeting in the near future). NPL Service Level Budget is targeting a 3% increase.

**Bills:** R. Keating made a motion to pay the bills. C. LeFort seconded it and the Board unanimously approved the motion.

**Next Meeting:** The next meeting will be held on Tuesday, March 14 at 6 p.m.


**Adjournment:** The meeting was adjourned at 7:39 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  
List of Paid Bills  
Proposed Budget

Respectfully submitted,

  
Robert Keating, Acting Clerk for Feb 14, 2017 session

  
Brian Storer, President