

Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, September 13, 2017  
6:00PM

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

**Absent:**

**Clerk's Report:** The minutes of the June 20 meeting were reviewed. A motion to accept the minutes was made by H Ellison, seconded by C LeFort and unanimously approved. The minutes of the September 23 meeting were reviewed. A motion to accept the minutes was made by R Berg, seconded by C Henson, and unanimously approved.

**Treasurer's Report:** The Treasurer's Report was reviewed. A motion was made by L Daly-Boockoff to accept the Treasurer's Report. This was seconded by H Ellison and unanimously approved.

**Reports of Special Committees:**

**Park Committee:** H Ellison will clean out around the outside reading area and then he, B Stalters, and Ray Mathieu will get together to discuss next steps in renovating the lattice work.

**Building Committee:** B Stalters reported that the RFQ is out and there will be a mandatory pre-bid meeting next Wednesday, Sept. 20, at 6pm to go over specifics and answer questions. Bids are due Oct. 4. It should take 3-4 weeks to install the new HVAC system. There was a discussion regarding the closing of the Library while the HVAC system is completed. L Daly-Boockoff distributed a draft of the grant request for the Trustees to review and asked that we provide comments before the next meeting.

**Director's Report:** It was a very busy summer with 709 people attending 34 sessions from June through August. There were 3,280 entrees for the summer reading raffles. In August alone, computers were used 500 times, a 33% increase from July. The new media drop has been very popular with patrons. Policies and procedure updated were discussed.

**Youth Services Librarian's Report:** 312 children registered for the Summer Reading Program that concluded in August. There were 43 programs for children and teens with 1,639 in attendance from June through August.

**Correspondence:** None.

**Old Business:** L Parker reviewed the revised policies for Computer Use, Wireless Access Policy, Behavior Policy, Emergency Closing Policy, Snow Policy, Study Rooms Policy and Tutoring Policy. H Ellison made a motion that the Board approve the revised policies. This was seconded by R Keating and unanimously approved.

**New Business:** The Annual Meeting was scheduled for October 10 at 7:00 pm. L Daly-Boockoff and R Keating agreed to serve as the Nominating Committee.

**Bills:** L Daly-Boockoff made a motion to pay the bills which was seconded by R Keating and unanimously approved.

**Next Meeting:** The next meeting is scheduled for Tuesday, October 10 at 6:00. The meeting was adjourned at 8:15.

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

Clerks Report  
Treasurer's Report  
Director's Monthly Report