

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, October 8, 2019
6:00PM**

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NORTON TOWN CLERK
2019 NOV 14 P 3:00

Present: Herb Ellison, Brian Stalters, Bob Berg, Lee Parker, Christine LeFort, Jill Mathieu, Carol Henson, Robert Keating and Patricia Binegar.

Absent: Lisa Daly-Boockoff

Clerk's Report: The minutes of the September meeting were reviewed. A motion to accept the minutes was made by Jill Mathieu. This was seconded by Patricia Binegar and unanimously approved.

Treasurer's Report: A meeting will be scheduled with Castro, Thresher and Oliveira to establish future audit schedule.

The Treasurer's report was reviewed. A motion was made by Herb Ellison to accept the Treasurer's report. This was seconded by Jill Mathieu and unanimously approved.

Park Committee: Chartley Landscape Management worked on refurbishing areas in the library park, including pruning, removal of brush and cut back projects. Herb Ellison will evaluate the progress and tree planting. North Easton Saving Bank generously donated funds to cover this cost. A letter of Thanks will be drafted by the board as well as recognizing the donation on social media.

Herb Ellison will install Library Park bricks this week. Staff will also place a planter with kindness rocks in the library park.

Director's & Youth Services Monthly Report: Lee Parker reviewed the Director's report and Youth Services report. There were 5,902 visitors to the library in September with 8 adult programs attended by 229. There were 9 children's/youth programs with 171 in attendance.

The Friends had a very successful Flea Market raising \$660. The Financial and Compliance ARIS forms were finished and filed this month. Security camera software was reinstalled. It was recommended that additional cameras should be installed to be more comprehensive. Cultural Council grants are being worked on by potential performers.

New Business: Lee Parker will meet with a company that assists with human resources/employment policies and procedures and report back to the board. Conditions of employment will be reviewed at a future meeting.

Herb Ellison made a motion to approve funding for the Friends' brunch and Annual Meeting. This was seconded by Bob Berg and was unanimously approved.

Patricia Binegar made a motion to approve a free 6-month trial of Fax 24. Herb Ellison seconded the motion and was unanimously approved.

Patricia Binegar agreed to serve on the Board of Trustees but will not be continuing as clerk for the next term.

The board determined at this time the cost of PFML will not be absorbed.

Bills: Herb Ellison made a motion to pay the bills which was seconded by Robert Keating. The motion was unanimously approved.

Correspondence:


Coldmasters Thermostat plan
Donation from Norton Democratic Committee

Next meeting: The next meeting is scheduled for Tuesday, November 12, 2019 at 6pm followed by the Annual meeting at 7:30 in the community room. The meeting was adjourned at 8pm.

List of documents used at the meeting:

Clerks Report
Treasurer's Report
Director & Youth Services Monthly Report

Respectfully submitted,


Patricia Binegar, Clerk


Brian Stalters, President