

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, May 12, 2020
Via Remote Participation
6:02 PM**

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Present: Robert Keating, Patricia Binegar, Herbert Ellison, Robert Berg, Brian Stalters, Jill Mathieu, Lee Parker, Lisa Daly-Boockhoff, Christine LeFort, Amanda Viana
Also in attendance: Health Agent Chris Zahner and COA Director Beth Taylor-Rossi

Absent: Carol Henson

Clerk's Report: The April minutes were read. Robert Berg made a motion to accept the minutes, seconded by Patricia Binegar. Unanimously approved.

Treasurer's Report: The Treasurer's report was read and discussed. Robert Berg noted that \$2,300 was received from the insurance company regarding the damaged materials claim from the sewage backup. It was agreed that the FY 21 budget would be discussed when new figures were made available. Lisa Daly-Boockhoff made a motion to accept the report, seconded by Jill Mathieu. Unanimously approved.

Special Committees:

Parks: Herb Ellison reported that the Library Park was cleaned and trees/shrubs that needed to be replaced as per donor agreement were completed. Herb and his wife, Jane, would continue to fill the planters along with help from other trustee volunteers. It was noted by Patricia Binegar that roof shingles on the gazebo appeared to have some damage. This will be looked into.

Director & Youth Services Monthly Report: With the closing of the Library due to COVID-19, staff continued to work remotely, attended virtual training meetings, webinars, and conference calls. Lee Parker continued to remotely supervise staff including scheduling. In order to reach out in creative ways, the Library took part in the town-wide Teddy Bear Hunt as well as posting hearts and messages on the library windows. Lee also arranged to have the Norton High School art show (which was scheduled for viewing at the library), with the help of the Norton Media Center, to create a virtual online video of students' work. Students and parents were given the link to view and enjoy. The library's Youth Services Librarian, Leah Labrecque, maintained the Learn From Home feature on the library's website adding new content as it became available. She developed a Teach From Home page to support remote teaching and has been in contact with the Norton Public School's communications and media coordinator to publicize this resource. Asst. Director Amanda Viana developed many of the other website pages such as the Experience From Home and Coping with Stress and Anxiety.

Correspondence: A request was made by a Norton neighbor to use the Library Park and Gazebo for a small wedding ceremony consisting of parents and siblings only. The outcome of the discussion was, since it is a public space, and keeping in line with the governor's distancing orders the Board had no issue.

A request from an abutting neighbor to have our trees removed along the property line was discussed. It was determined that we don't have money for that project at this time and that he should contact the town.

Old Business: As stated during the April 7, 2020 Board meeting, it was agreed that we would take direction from the Governor and the Norton Board of Health before reopening the library. We were able to have Chris Zahner, Health Agent from the Norton Board of Health, attend the meeting to give us his guidance. Lee Parker submitted a COVID-19 Phased Reopening Plan based on recommendations by the MLA/MBLC, OCLC, SAILS, as well as a number of other Library COVID-19 resources. See attached plan.

Chris Zahner said cleaning/fogging should be done before reopening and he would procure masks, gloves. He stated the HVAC system should be set to bring in fresh air and circulate throughout the building. Brian Stalters said he would contact Coldmasters and would call for air filters. Chris Z also said he had a meeting scheduled with Anawan Glass and Bristol Glass to discuss Plexiglas shields and would keep Lee in the loop. Also obtaining standing Purell stations would be necessary and recommended that we contact WB Mason or Citron. Signage will have to be posted as well as 6ft distancing areas measured out. Amanda Viana brought up the subject of enforcement as well as sanitizing throughout the day stating that only 3 staff can be in the building at a time due to distancing. Robert Keating inquired whether other SAILS libraries were coordinating launch dates, but were told many were doing their own thing. We also discussed and welcome staff thoughts on coming back.

New Business: Will wait until May 18, 2020, to hear Gov. Baker's reopening plan and will proceed accordingly.

Bills: Herb Ellison made a motion to pay the bills, seconded by Patricia Binegar, unanimously approved.

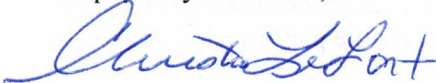
Next Meeting: June 9, 2020 at 6:00 p.m.

Adjourned: 8:05 p.m.

List of Documents used at the meeting:

Clerk's Report
Treasurer's Report
Director & Youth Services Monthly Report
COVID-19 Phased Reopening Plan

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President