

Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, September 15, 2020  
6:08 PM

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NORTON TOWN CLERK  
2020 OCT 21 A 10:14

**Present:** Brian Stalters, Lee Parker, Amanda Viana

**Via Remote Participation:** Lisa Daly-Boockhoff, Christine LeFort, Patricia Binegar, Jill Mathieu, and Robert Keating

**Absent:** Robert Berg, Herb Ellison, Carol Henson

**Clerk's Report:** The Clerk's Report was read and discussed. The September 8, 2020 scheduled meeting was moved to September 15, 2020 due to lack of a quorum. Jill Mathieu made a motion to accept the report, Patricia Binegar seconded the motion. Unanimously approved.

**Treasurer's Report:** The Treasurer's Report was read and discussed. The audit went well. The Auditors recommended that alternating years, we have a review audit and a full audit which we will begin for 2020 and 2021 in that order. Lisa Daly-Boockhoff made a motion to accept the recommendation; Jill Mathieu seconded the motion, unanimously approved.

**Parks:** The irrigation system at the park needed attention. MAG Irrigation will winterize the system.

**Building:** The Coldmasters contract was cancelled. S&S is now our service provider. They will be adding UV lights to the HVAC system.

**Director & Youth Services Monthly Report:** Interviews for the potential candidates for the Circulation Assistants and the Library Assistant were held. Packets were prepared for potential new employees. Benefitted employees conditions still need to be discussed. The Self-Serve kiosk was installed and will be available for use when we open to the public. We are waiting for the board of Health to give us the go ahead on opening. MC Cleaning came and fogged. Invoices for the cleaning will go to the Fire Department and will be funded by FEMA. Other COVID bills will go to James and will be funded through the CARES grant. The bathroom auto features should be in by the end of September as well as all virus guards. Policies and procedures were worked on for Chromebook use. Museum passes are now available. New materials are arriving keeping Sandy and Melanie busy. Time is continuously spent on re-opening plans and the streamlining of contactless pickup. The library was open in August for computer use. The Summer Reading Club ended in August with a good turnout given the challenging year. Three lucky winners received a \$50 gift card to the Unlikely Story Bookstore which was donated by the Friends of the Library. A Story Walk was mounted in the Library Park which ran for three weeks. Leah also made contact with the Summer Reading families and handpicked many titles for the families, which lead to repeated choices for contactless pickups. She is working on branding this service to all families who request this service.

**Old Business: COVID-19 updates:** We have been told by the Health Dept. that we can re-open beginning **September 28<sup>th</sup>** with the maximum of four persons at a time for thirty minutes. Chris Z. from the Health Dept. recommended a door buzzer to regulate the number of persons in and out of the building.

Conditions for employment for benefitted people will still need to be discussed. Employees will need to have a doctor's note to return to work after 5 days of absence. CORI and SORI background checks are required for all employees. A motion was made by Patricia Binegar to accept these changes, seconded by Robert Keating, unanimously approved.

**New Business:** The annual holiday calendar was reviewed with the new state holiday of Juneteenth added to the calendar.

A discussion to further decide on the particulars of the audit rotation will be discussed.

**Correspondence:** The Recreation Dept. requested the use of the Library Park for a program featuring the Frozen Princesses. The Trustees approved as long as they adhered to the CDC guidelines.

The Police Dept. requested the use of the Community Room for training October 26-27; Nov 4-5; Nov 9-10; Nov.12-13. They would maintain CDC guidelines and would be responsible for sanitizing area. The Trustees approved.

**Bills:** Lisa Daly-Boockhoff made a motion to pay the bills; Patricia Binegar seconded the motion, unanimously approved.

**Next Meeting:** October 13, 2020 at 6:00 pm

**Adjourned:** 7:31 pm

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

Clerk's Report  
Treasurer's Report  
Director's Report  
Youth Services Report

Respectfully submitted,

Christine LeFort, Clerk

  
Brian Stalters, President