

**Norton Public Library
Meeting of the Board of Trustees
Via Remote Participation
Tuesday, March 9, 2021
6:03 PM**

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NORTON TOWN CLERK
2021 APR 15 PM 12:11

Present: Herb Ellison, Lee Parker, Brian Stalters, Jill Mathieu, Robert Berg, Amanda Viana, Marlyne Lahens Gedeon, Robert Keating

Absent: Patricia Binegar, Christine LeFort, Lisa Daly-Boockoff

Clerk's Report: The Clerk's Report was read and discussed. Robert Berg made a motion to accept the minutes, seconded by Brian Stalters. Unanimously approved.

Treasurer's Report: The Treasurer's Report was read and discussed. On the advice of Castro, Thresher and Oliveira, a motion was made by Robert Berg to set aside a percentage of the Frances Shirley donation for building, furnishing, and park needs, and to add the balance to the Balfour Trust. The motion was seconded by Brian Stalters and unanimously approved. Herb Ellison made a motion to accept the Treasurer's report, seconded by Jill Mathieu. Unanimously approved.

Building: Leal Electric came to replace the time clock for exterior lights and will return when the snow is gone to replace the bulbs. Lee contacted the Highway Dept. looking for recommendations for damaged awning, and Keith said he thought he should be able to fix it when the weather is better. Citron came and picked up the PPE disposal unit, and will be back with the restroom air fresheners. ADT sent 3 technicians to do the annual fire alarm system inspection.

Director & Youth Services Monthly Report: Norton's COVID cases decreased enough to return to yellow and the Health Agent gave his approval to return to the limited browsing services we had in place in December. We also continue to offer contactless pickups, virtual programs, crafts-to-go, custom bundles, and free copying and printing six days a week. Our latest crafts-to-go were winter bird feeders, in memory of beloved patron and generous donor Frances Shirley; we distributed 83 kits, including some to the Senior Center. We also distributed 65 Take and Make crafts kits for kids with themed booklists for different ages. Fine free discharge is appreciated by patrons and has made it easier for staff to process returns and delivery. The FY22 budgets were submitted to the Town Manager; Lee and Bob Berg attended the Finance Committee meeting, and Lee attended the Select Board meeting to discuss the budget and the how the library works as both a town department and a 501c3. Lee also attended the Capital Improvement Committee meeting and discussed the request for re-paving the parking lot. Now that the new Town Hall plans include changing our parking lot setup as well as increased overflow spaces behind the new town hall that our patrons would be able to use, this request is contingent on the results of the town meeting and election.

The Norton Cultural Council grant results were released, and we were extremely fortunate to have ten grants approved at the library, totaling 26 events and \$4,405. These include crafts-to-go with video on demand or zoom classes, arts/cultural/fitness activities in the park, family programs in the park, and a screening followed by a Q&A with the creator. Circulation was up about 10% from last month. 1,522 visited the library

Correspondence:

Old Business: Brian spoke with Marcus Dennett from Landmarc landscape. Matt Crowe is working for him this year to help manage his customer base and Marcus will hold Matt Crowe pricing for 2021. His

crew will be the same people Matt used as Marcus has hired most of Matt's employees. Brian Stalters made a motion to use Landmarc for the coming year before exploring other options, seconded by Herb Ellison. Unanimously approved.

Phased reopening plans were discussed. Now that Norton is in the yellow again, we are able to allow more people in the building and open the adult stacks; the Children's Room remains closed for the time being. Based on new studies of how long the virus lives on library materials, Lee proposed that we shorten the length of quarantine to 72 hours for returns and 24 hours for delivery items, both of which are in line with other libraries and updated recommendations. Plans are also in motion to extend hours Monday-Friday, and add Grab & Go and computer appointments to Tuesday evenings. This will be 8 additional open hours each week. Saturday hours are not in high demand and staffing is a challenge so we will continue with Contactless Pickup and other to-go services. Children's Room access was discussed; due to concerns about social distancing, the Board thought we should consider allowing teens access to the YA area first, and allow access to the Children's collection at a later date.

New Business:

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

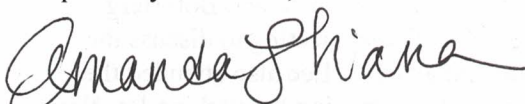
Next Meeting: April 13, 2021 at 6:00pm

Adjourned: 7:08pm

List of Documents used at the meeting:

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

Respectfully submitted,



Amanda Viana, Acting Clerk



Brian Stalters, President