

**Norton Public Library
Meeting of the Board of Trustees
Via Remote Participation
Tuesday, February 8, 2022
6:09 PM**

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NORTON TOWN CLERK
2022 MAR -9 PM 1:56

Present: Robert Berg, Brian Stalters, Patricia Binegar, Jill Mathieu, Robert Keating, Lisa Daly-Boockoff, Christine LeFort, Lee Parker, Amanda Viana

Absent: Herb Ellison, Andrea Sullivan

Clerk's Report: The Clerk's Report was read and discussed. Robert Berg made a motion to accept the report, seconded by Jill Mathieu. Motion carried, approved.

Treasurer's Report: The Treasurer's Report was read and discussed. Robert Berg spoke on the subject of the Board of Directors for the Irrevocable Endowment Trust. To date, the Board members are Ray Mathieu and Grace Ann Sullivan. The Board is seeking a third person to serve. Lee will reach out to possible candidates. It was noted that Bank of America is managing this account. Jill Mathieu made a motion to accept the Treasurer's Report, seconded by Robert Keating. Motion carried, approved.

Park: The Park signs placed along Elm St. and East Main St. will be in areas not affected by any remaining road projects.

Building: SS heating came on several occasions due to lack of heat. Two units completely shut down. SS technicians thought they had found the problem - we were taking in too much outside air and the free stat tripped out. They cut the intake and said we can increase the flow in the spring. The next day, there was no heat again. Scott from SS came and said he found the dampers wide open. The free stat had shut off the burners. ADT calls came due to communication errors in the library area. Rustic Fire was contacted in regards to the fire alarm proposal. They came on Jan. 31 to fix/replace the backflow part that had caused us to fail the inspection. That afternoon there was a leak in the ceiling of study room #1. Amanda correctly assumed the cause was due to snow and ice buildup. She contacted Brian who directed her to call Colby. He no longer did snow removal so she contacted Marcus from our landscape company who said he would come by. She also purchased shovels to replace the missing ones.

Director's and Youth Service's Reports: We started off the year with cold, snow, ice and several days with no heat along with New Year's holidays and Martin Luther King Jr. Day, causing the library to close. Municipal meetings are still remote. Lee worked on the budget and will speak with the Town Manager and the Town Accountant as well as meet with the Salaries Committee to fine tune the budget request. Amanda and Lee met with Ann Sears, President of NICE. She wanted to discuss a connection between the organization and the library. They booked several free public lectures for this year. They will fund the speakers; we will provide the space and advertising. They would like the ability to collect donations at the free public lectures. We need to discuss this and the possibility of us hosting a lecture here for them at no charge as they charge for participants in their registered classes. Amanda and Lee saw a demo on Mango Languages and thought it was a good fit. Amanda did the SAILS set up and worked with Alex on press. Lee met with the supervisors to discuss the Circulation Policy as it needed some updates. Proposed changes would be a great reflection on the welcoming environment we want to have here in our library, and remove additional barriers for library borrowers. We have already eliminated overdue fees, canceled old fines, allow temporary patrons immediate access to online resources, make guest passes to computers available to all, and continue to treat all who enter in a friendly helpful manner, so this is the obvious next step. We also extended the length of time Chromebooks circulate to one week, to go along with the hotspots. They came in very handy this month and circulated very well with all the

storms! The Community Room policy has been updated and is on the website. Amanda also updated the museum passes info on the website to reflect new COVID guidelines. FAX24 pulled their fax machine as it was not profitable for them so the library purchased a two-sided fax/scanner/printer. Tax forms were put out, staff was updated, and the tax info was updated on our website.

Leah planned a Stuffed Animal Sleepover for younger patrons that would provide engagement without extended in-person gatherings, but was postponed until spring due to the blizzard. Marsha Wright also changed her Make & Play Music program to Zoom, but she then had to postpone it. The registered participants have already picked up their materials for the 4-week virtual program, so she may reschedule in February or March. The Early Learning Station, courtesy of the Norton Media Center Grant, arrived. Leah set up the new station and rearranged the computer area and provided signage to promote the new addition. Alex sent out the press release to local news media outlets. It appears to be a big hit! Leah is pleased we can offer this entertaining and educational media. She visited three Head Start preschool classrooms this month and provided reading and singing on topics of snow and hibernation. Attendance in the Page Turners Book Club had a surprising number of participants this month. Creative Writing and Junior Friends have had constant attendance with the Junior Friends working collaboratively on the scavenger-hunt nature collection tasks, and cleaning the Discovery Den, toys and all. Creative Writing Club worked on language, writing styles and created their own comics. Leah worked with another teen to create and launch our Tabletop RPG Club in February, which is a roleplaying game club for ages 12-18. The hundreds of new books that have been ordered are finally arriving.

Correspondence: A card was received from Herb and Jane Ellison thanking the Board for the flowers they received. Eversource Brochure was received. EPA seeking help with input survey regarding fuel efficient vehicles.

Old Business: Circulation policy updates and amendments. Amendments can be made at the Director's discretion until they can be voted on at the next Board meeting. Patricia Binegar made a motion to allow the discretionary amendments, seconded by Robert Berg. Motion approved.

The revised Circulation policy was discussed. Robert Berg made a motion to accept the revised policy, seconded by Lisa Daly-Boockoff. Motion approved.
More discussion on Strategic Plan.

New Business: Sent a letter to the Town Manager along with FY23 Level Service Budget request-45 hours. FINCOM Meeting for Library is Monday, March 14, 2022 at 7:45pm via Zoom.
Will be reviewing water damage to areas of the Library caused by the blizzard.

Bills: Jill Mathieu made a motion to pay the bills, seconded by Lisa Daly-Boockoff, Motion approved.

Next Meeting: Tuesday, March 8, 2022 at 6:00pm

Adjourned: 7:26 pm

List of Documents used at the meeting:

Clerk's Report
Treasurer's Report
Directors & Youth Services Reports
Respectfully submitted,

Christine LeFort, Clerk

Brian Stalters, President