

RECEIVED  
NORTON TOWN CLERK

2024 FEB 21 PM 2:47

**Norton Public Library  
Meeting of the Board of Trustees  
Via  
In Person & Remote Participation  
Tuesday, January 9, 2024  
6:00 PM**

**Present:** Brian Stalters, Christine LeFort, Robert Berg, Robert Keating, Jill Mathieu, Herb Ellison, Andrea Sullivan, Lee Parker, Amanda Viana - Patricia Binegar - remote

**Absent:** Lisa Daly-Boockoff

**Trust Report:** Representatives from Bank of America (Andrea Kirkbride, Payal Loungani and Lauren Cerullo) presented the Board of Trustees, the Trust Committee and administration with the Investment Portfolio Review. The Trust Committee representatives present were Ray Mathieu, Ann Sears, Graceann Sullivan. After viewing and discussing the report, the Board and Committee members were satisfied with the handling of the finances.

**6:53 PM**

**Clerk's Report:** The Clerk's Report was read. Jill Mathieu made a motion to accept the report, seconded by Robert Berg. The vote is as follows: Brian Stalters, yes; Christine LeFort, yes; Robert Berg, yes; Robert Keating, yes; Jill Mathieu, yes; Herb Ellison, yes; Patricia Binegar, yes; Andrea Sullivan, yes.

**Treasurer's Report:** The Treasurer's Report was reviewed. Christine LeFort made a motion to accept the report, seconded by Robert Keating. . The vote is as follows: Brian Stalters, yes; Christine LeFort, yes; Robert Berg, yes; Robert Keating, yes; Jill Mathieu, yes; Herb Ellison, yes; Patricia Binegar, yes; Andrea Sullivan, yes.

**Park:** After reviewing the Landscape line item, it was agreed that we revisit the cost of maintaining certain areas of the Library Park. We will be looking at ways to offset costs. John Leal came after the park motion-sensor light camera was approved by the Board. He recommended that all exterior lights be on during the night as most other municipal buildings are. Video surveillance signs have been ordered for the park. H.E.L.P. of Attleboro has been contacted for a quote for security cameras.

**Building:** ADT alarms began going off multiple times requiring the police to investigate. There continued to be issues with certain zones. ADT came to deal with the issues throughout the month. Advanced Lock & Key in Taunton came to repair a lock, but the entire lock system needed replacing, so parts were ordered and installed. Comcast came to evaluate the Wi-Fi line, the old modem was replaced with a new one which should be good for 5yrs. Rustic Fire Sprinkler inspection failed. The anti-freeze in the attic needs to be recharged, a quote for the job was presented and approved. They also scheduled a backflow. All other equipment passed. During a windy rainstorm, the community room ceiling tiles started sagging and falling due to water coming through the ceiling. Town Hall asked a roofing company to check the roof the next day. ServPro was called in to cleanup and treat the room for mold/mildew and to dry everything. (see Director's Report).

**Director & Youth Services Monthly Report:** The month of December continued with many building challenges. With the Community Room out of commission due to water damage from a winter storm, many programs, meetings, etc. had to be rescheduled or redirected to other parts of the library. Virtual programming continued. Amanda continued with collection development, wrote a grant and presented it to the Cable Board, worked on preparing Notary services and was very busy with many other tasks.

Sarah E. created all of December's social media for adult events and published numerous press and in-house displays and materials as well as adding all January events to the printed calendar. Nicole and Sarah D. are keeping technical services running despite some current challenges. (see Director's Report).

Leah worked on collection development and shifting of areas in the youth room. Working with Amanda, they have a plan to incorporate the parenting collection into the youth room for better visibility. Due to a series of building events, some youth programs and baby times were cancelled. Tiny Dancer Storytime will be known as Preschool Dance Party as it was brought to our attention that Tiny Dancer is trademarked. Teen volunteers along with Leah and Sarah E. created hidden object posters with stickers and a half sheet game board was designed where children can write down objects they find on the posters. Leah has started planning for summer and has been in touch with Wheaton students who will be running a poetry workshop at the library. (see Youth Services Report).

**Correspondence:** Trademark notice for Tiny Dancer infringement was received.

Melanie Barnes gave notice of her retirement.

MBLC email reminder that our state aid will continue to be cut by 12 ½% until we meet the full 50 open hours requirement for a full year.

**Old Business:** AED Trauma Kit, Notary Service

**New Business:** Looking over security camera types and bids.

On April 16, 2024 we will have an Appreciation Reception for Friends, volunteers, staff and Trustees. Robert Berg made a motion to close early, seconded by Brian Stalters. The vote is as follows: Brian Stalters, yes; Christine LeFort, yes; Robert Berg, yes; Robert Keating, yes; Jill Mathieu, yes; Herb Ellison, yes; Patricia Binegar, yes; Andrea Sullivan, yes.

The Board agreed to purchase a plant arrangement for Melanie Barnes.

**Bills:** Herb Ellison made a motion to pay the bills, seconded by Robert Keating. The vote is as follows: Brian Stalters, yes; Christine LeFort, yes; Robert Berg, yes; Robert Keating, yes; Jill Mathieu, yes; Herb Ellison, yes; Patricia Binegar, yes; Andrea Sullivan, yes.

**Next Meeting:** February 13, 2024 6:00pm

**Adjournment:** 8:05 pm

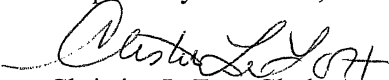
**List of Documents used at the meeting:**

Clerk's Report

Treasurer's Report

Directors & Youth Services Reports

Respectfully submitted,

  
Christine LeFort, Clerk

Brian Stalters, President

