

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, January 17, 2012
7:30 PM**

The regular order of business was preceded by the presentation of a \$13,000 NCAC Community Fund Grant given in order to improve the technology and to create more resource avenues for the community at the library.

Present: Brian Stalters, Kenneth Perlow, Lee Parker, Carlton Moore, Gail Robinson, Donna Summerfield, Robert Berg, Herbert Ellison, Jane Micheltmore, Marjorie Crowe

Absent: Lisa Daly-Boockoff

Clerk's Report: Minutes from the December 13, 2011 meeting were reviewed and accepted.

Treasurer's Report: The Treasurer's report was reviewed and accepted.

Head Librarian's Report: Lee Parker reported that the Circulation Desk has been remodeled, new carpet laid in the Desk and work areas, along with new tiles in the kitchen, all of which should prevent the buckling carpet issue and improve working conditions and patron accessibility. Jane Micheltmore will be retiring on March 31, 2012. Her position will be re-named Information Services Librarian and advertised at \$42,000.

Youth Services Librarian: Leslieanne Costello decided, with the unpredictable winter weather, to hold many of the story times as drop-ins. She will keep sign-up sheets for programs that have crafts so that she can prepare ahead accordingly. Due to their interest, Monday evenings, in addition to regular Tuesday drop-ins, have been added to the YA and Junior Friends schedule.

Correspondence: Jane Micheltmore informed the director and Board of her intention to retire on March 31, 2012.

Old Business: J. Micheltmore will continue with further work that needs to be done in order to make updates to the Constitution consistent with state law. C. Moore proposed, R. Berg seconded the motion and it was unanimously approved that Dave Miller be given a \$150 gift certificate to Luciano's Restaurant in gratitude for the many volunteer hours of effort over a considerable period of time given to upgrade the library Circulation Desk and area.

Snow Policy: A motion to revise the Snow Policy made by M. Crowe and seconded by H. Ellison was unanimously approved.

Emergency Closing Policy: A motion to update the Emergency Closing Policy made by C. Moore and seconded by H. Ellison was unanimously approved.

New Business:

E-Reader Policy and User Agreement: A motion to approve the new E-Reader and User Agreement was made by C. Moore and seconded by H. Ellison and approved with six in favor and one opposed.

The payroll procedure was discussed. C. Moore proposed that the Trustees absorb the amount overpaid to the employee affected by error of the payroll company, said funds to come out of the supplemental account. R. Berg seconded the proposal and it was unanimously approved.

D. Summerfield and L. Daly-Boockoff were asked to make plans to honor J. Michelmores at her retirement.

A motion to pay the bills made by C. Moore and seconded by H. Ellison was unanimously approved.

The meeting was adjourned at 9:20 PM until the next meeting on Tuesday, February 14, 2012.

List of Documents used at the Meeting:

Head Librarian's Monthly Report

Youth Librarian's Monthly Report

Clerk's Report

Treasurer's Report

Snow policy

Emergency Closing Policy

E-Reader Policy and User Agreement

Respectfully submitted,

Marjorie Crowe, Clerk

Brian Stalters, President