

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, February 14, 2012  
7:00 PM**

**Present:** Brian Stalters, Herbert Ellison, Lee Parker, Lisa Daly-Boockoff, Jane Micheltmore, Carlton Moore, Kenneth Perlow, Robert Berg, Marjorie Crowe

**Absent:** Donna Summerfield, Gail Robinson

**Clerk's Report:** Minutes from the January 17, 2012 meeting were reviewed and accepted.

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

**Director's Report:** Lee Parker announced that Amanda Viana had been hired as Information Services Librarian. She was selected from over 50 applicants. Circulation is up and traffic is up due to the increased hours of service and the ability to participate in inter-library loans from an increased number of libraries. Also contributing to increased circulation are extended reading and viewing formats, adult programming and groups which meet on a regular basis for enjoyment, discussion and learning.

**Youth Services Librarian:** Leslieanne Costello, in addition to continued regular programming, concluded the month with the start of a Parent-Child Book Club for children in grades 1-3 and their parents or caregivers. Their first book for discussion was Your Read to Me, I'll Read to You by Mary Ann Hoberman. The February selection is The Secret Garden by Frances Hodgson Burnett.

**Old Business:** Jane Micheltmore and Herbert Ellison continued to research information on the filing rules and regulations of the Commonwealth of Massachusetts in regard to updating the Library Constitution and H. Ellison plans to have the information ready for the April meeting.

The installation of the new phone system has been completed and is in use on the town phone list.

Copies of the E-Reader and User Agreement were distributed by L. Parker. She continues to work on and prepare other policies for update as necessary.

**New Business:** R. Berg proposed and K. Perlow seconded the motion which was unanimously approved for Community Room use by NICE on Friday nights for the period of March 23 through May 11.

K. Perlow proposed and R. Berg seconded the motion which was unanimously approved that the library declines the request of Mental Health Group for regular weekly use of the Community Room on a long-term basis.

The Board discussed the budget for the upcoming fiscal year, including developing a plan to institute steps for wages.

The current payroll service makes continuing errors despite concentrated efforts to work with them. This is frustrating and time-consuming and does not seem to improve with time. C. Moore moved and H. Ellison seconded that L. Parker and R. Berg meet with representatives of Harper Payroll Service, which the town uses satisfactorily. If satisfied, they are authorized to replace our payroll service with them.

A motion to pay the bills made by Carlton Moore and seconded by Kenneth Perlow was unanimously approved.

The meeting was adjourned at 9:10 PM until the next meeting on Tuesday March 13, at 7:00 PM.

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

Director's Monthly Report

Youth Librarian's Monthly Report

Clerk's Monthly Report

Treasurer's Report

Respectfully submitted

Marjorie Crowe, Clerk

Brian Stalters, President