

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, March 12, 2013
7:00 PM**

Present: Brian Stalters, Lee Parker, Robert Berg, Lisa Daly-Boockoff, Gail Robinson, Ken Perlow, Carlton Moore, Jill Mathieu

Absent: Robert Keating, Herbert Ellison

Clerk's Report: The minutes from the February 12, 2013 meeting were reviewed. K. Perlow made a motion to accept the minutes which was seconded by C. Moore and unanimously approved.

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

Reports of Special Committees:

Trust Committee. R. Berg and J. Mathieu, who are 2 of the 3 members of the Trust Committee, requested that they be replaced with non-Trustees on this committee and it was agreed. Ray Mathieu and Laurie Murphy will be asked to serve on the Trust Committee.

Salaries Committee. The Salaries Committee (L. Parker, K. Perlow, R. Keating, and J. Mathieu) will reconvene before the next meeting to begin discussion of a contract for the director and memoranda of understanding for employees.

Director's Report: At the Legislative Breakfast last month, the need for greater State Aid was stressed. The \$7,000 Cable grant check was received; some of what it will be used for includes 6 new computers for the public, an electronic bulletin board, and an iPad and a scanner to be used for internal use and outreach programs. 24 lights were replaced in the Community Room. 3 more windows at the entrance of the building will be replaced. Tammy Mahoney has been hired for the 8-hour circulation assistant position.

An occupancy permit will be issued for the Community Room. Some of the staff will be trained in crowd control. Shunts are to be installed so that the power in the Community Room will be shut off so that if the fire alarm goes off it can be heard. The annual sprinkler inspection will take place shortly. Full-time staff will be CPR and AED certified, as recommended by the Fire Dept. L. Parker has contacted EasCare Ambulance to see if they will donate an AED to the Library. Staff will be trained by the Fire Department.

Youth Services Librarian's Report: L. Costello visited 300 Norton 1st – 4th graders. The Board reviewed the Youth Services Librarian's report. The all age "Sock Hop Storytime" continues to be well-attended and the parent/child book club is very popular as well.

Correspondence: The Library staff sent a sympathy card to a patron who had recently lost her husband. The patron sent a thank you card and \$100 check in appreciation of the staff and their caring. L. Parker received an email from a different patron who was very appreciative of the Library, but complained about the noise when trying to use a computer. L. Parker sent back a well worded response that offered suggestions for the patron to find some quiet in the Library.

Old Business: L. Parker distributed the energy survey which will be discussed at next month's meeting. The sign for the circulation desk was discussed and it was agreed that the wording would be "In honor of Elaine Jackson's dedication and service." Revised budgets were discussed and it was agreed that the salaries would reflect a 2 % increase except for one person who would have a 4% increase since she is also taking on the job of Assistant Director. A line item will be added for stipends/education steps. L. Parker and B. Stalters will meet with the town manager to discuss the revisions and to determine if the Library can go before FinCom again.

New Business: Circulation desk is completed except for the sign. An incident report was written up as the result of the Library Staff calling the police due to a young child with a parent acting erratically at the front desk. The police came over and talked to the woman, then drove her and her son home.

Bills: C. Moore made a motion to pay the bills which was seconded by K. Perlow and unanimously approved.

The meeting was adjourned at 9:35 p.m. The next meeting will be held on Tuesday, April 9 at 7 p.m.

List of documents used at the meeting:

Clerk's Report
Treasurer's Report
Director's Monthly Report
Youth Services Librarian's Monthly Report
Budget Revisions

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President