

**Norton Public Library**  
**Meeting of the Board of Trustees**  
**Tuesday, June 11, 2013**  
**7:00 PM**

**Present:** Brian Stalters, Lisa Daly-Boockoff, Lee Parker, Robert Berg, Herbert Ellison, Ken Perlow, Robert Keating, and Jill Mathieu

**Absent:** Gail Robinson, Carlton Moore

**Clerk's Report:** The minutes from May 14, 2013 meeting were reviewed and accepted.

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

**Park Committee:** H Ellison reported that the flowers will be in by the end of the week; and that some trees need pruning. L Parker mentioned that a Massachusetts Audubon employee and Norton resident offered to do training on how to prune and this could be scheduled to be done in the park to help out there. The electrician is coming on Thursday to look at the jobs to be done in the park. The teens will help move benches out of the gazebo and B Stalters will see that the benches are locked in place.

**Trust Committee:** B Stalters signed the Trust document to assign him as the duly authorized agent to appoint/change Trust Committee members. R Berg made a motion to appoint Linda Corey to the Committee. This was seconded by K Perlow and approved unanimously.

**Salaries Committee:** K Perlow presented a draft of the director's contract. Updates will be made for the next meeting.

**Director's Report:** The Friend's spring book sale made \$2,613. K Perlow's artwork is on display in the community room. The Town budget was approved at Town Meeting and the Library will receive \$345,000. The Library will participate in the Founders' Day picnic again. We had 8,766 visitors this month (over 1,000 more than last month and 2,000 more than last May). New downloadable offerings free to our patrons will be available shortly: freegal (legal music downloads), zinio (downloadable magazines), and Rocket Languages (online language learning).

**Youth Services Librarian's Report:** Running programs and finalizing plans for the Summer Reading program took up most of the month. Over 1200 logsheets will go to every Norton Public elementary student (grades Pre-K to 5).

Starting in the fall the Director's Report and Youth Services Librarian's Report will be combined.

**Correspondence:** A lovely note from Elaine Jackson was received to thank the Board for the plaque on the front desk.

**Old Business:** The cable grant money has been used to purchase 6 new computers, a barcode scanner, and a 47" digital display screen.

**New Business:** Congratulations to Amanda Viana who was officially named Assistant Director as of July 1. The Board discussed staff development measures. H Ellison made a motion to approve the measures; K Perlow seconded it. The motion was unanimously approved. H Ellison made a motion to approve membership in library professional organizations for the professional staff. This was seconded by R Berg and unanimously approved.

The following new and/or revised policies were reviewed and approved unanimously:

Collection Development Policy. Motion made by H Ellison, seconded by R Keating.  
Norton Public Library Employee Benefits and Conditions of Employment. Motion made by H Ellison and seconded by K Perlow.

Behavior Policy. Motion made by H Ellison, seconded by K Perlow

Food and Drink Policy. Motion made by H Ellison, seconded by K Perlow.

Behavior & Safety Policy – Children. Motion made by K Perlow, seconded by L Daly-Boockoff.

**Bills:** H Ellison made a motion that the bills be paid. This was seconded by K Perlow and unanimously approved.

The meeting was adjourned at 9:20pm. The next meeting will be held on Tuesday, September 10, 2013.

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

Clerk's Report

Treasurer's Report

Director's Monthly Report

Youth Services Librarian's Monthly Report

Collection Development Policy

Norton Public Library Employee Benefits and Conditions of Employment

Behavior Policy

Food and Drink Policy

Behavior & Safety Policy – Children

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President