

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, Sept. 10, 2013
7 p.m.**

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

Absent: Robert Berg, Gail Robinson, Carlton Moore, Jill Mathieu

Clerk's Report: The minutes from June 11, 2013 meeting were reviewed and accepted. Motioned by H. Ellison, seconded by K. Perlow. It was unanimously approved.

Treasurer's Report: The June, July and August Treasurer's Reports were reviewed and accepted. Motioned by H. Ellison, seconded by K. Perlow. They were unanimously approved.

Park Committee: H. Ellison reported that flowers were planted in the park during the summer. Thanks to the generosity of North Easton Savings Bank and Matt Crowe Landscaping, the park received a thorough pruning and cleaning. B. Stalters and H. Ellison scheduled a time to meet to permanently attach benches in the park to prevent people from moving them.

Director's Report: L. Parker reviewed her written monthly reports (June, July, August). She also discussed open staff positions and the interviewing process to fill them.

Youth Services Librarian's Report: L. Parker reviewed the youth services librarian's monthly reports (June, July, August).

Correspondence: An invitation was received for a memorial service for Pauline Solmonese, a long-time library volunteer. Also, the library staff sent thank you notes to all the Library Board of Trustee members, thanking them for volunteering.

Old Business: The carpeting will be replaced next month. The work will be split into two contracts: one for the foyer carpet replacement, and one for the rest of the old carpeting in the library.

New Business: The town manager advised L. Parker that the library needed to adjust its maternity leave under the Family and Medical Leave Act to conform with the town's Family and Medical Leave Act. The adjusted policy will read that an employee is eligible for up to 12 weeks unpaid maternity leave once the employee has been employed by the library for at least one year and worked at least 1,250 hours. The adjusted policy was motioned by H. Ellison and seconded by K. Perlow. It was unanimously approved.

Kathy Trepanier will be offered the circulation supervisor position.

A nominating committee will be formed to fill the three Board of Trustees positions that will be expiring: H. Ellison, K. Perlow and L. Daly-Boockoff.

The annual meeting was scheduled for 7 p.m. on Oct. 8 following the regular Board of Trustees meeting at 6 p.m.

L. Parker and the Board discussed holidays for 2014.

Bills: H. Ellison motioned to pay the bills. B. Keating seconded the motion. It was unanimously approved.

The meeting was adjourned at 8:56 p.m. The next meeting will be held on Tuesday, October 8, 2013 at 6 p.m.

List of documents used at the meeting:

Clerk's Report

Treasurer's Report (3)

Director's Monthly Report (3)

Youth Services Librarian's Monthly Report (3)

Norton Public Library Employee Family and Medical Leave Act

Respectfully submitted,

Lisa Daly-Boockoff, Acting Clerk

Brian Stalters, President