

**Norton Public Library
Meeting of the Board of Trustees
Tuesday, Nov. 12, 2013
7 p.m.**

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

Absent: Gail Robinson, Carlton Moore, Robert Keating

Clerk's Report: The minutes from October 8, 2013 meeting were reviewed and accepted. A motion was made by H. Ellison, seconded by R. Berg and the report was unanimously approved.

Treasurer's Report: The October Treasurer's Reports were reviewed and accepted. A motion was made by H. Ellison, seconded by K. Perlow and the report was unanimously approved.

Trust Committee: R. Berg will ask Bank of America representatives and the Trust Committee to attend our January meeting.

Park Committee: H. Ellison reported that he installed 13 bricks which bring the total number of bricks to 588. H. Ellison will provide a key to the electric box in the Park for the electrician.

Salaries Committee: The committee will be meeting next Tuesday, November 19.

Director's Report: L. Parker reported that the public has been very complimentary about the new carpeting and the spacious new look. The financial ARIS report was submitted. L. Parker made a presentation to the Norton Media Center regarding grant proposals. There were 513 computer sessions in October and 7,411 people visited the Library this month.

Youth Services Librarian's Report: L. Parker reviewed the youth services librarian's monthly reports. Performers submitted 4 Cultural council grants for children's library programs. L. Costello attended the annual Teen Librarian Summit which focused on incorporating science and technology into teen and upper elementary programs. Book Explorers this month did a program about forensic science (their crime involved a teddy bear being borrowed without permission.) Attendance at the 4 storytimes including MOMS club Halloween was 265.

Correspondence: There was a complaint regarding the Foxboro Regional Charter School drop-off/pick up spot. The school was responsive and this issue has been resolved.

Old Business: There was discussion regarding who should have keys to the Library and codes with the alarm company. No changes were made; keys are held by two Board members, some staff, plus police and fire. (Newer part-time staff do not have keys or codes.)

New Business: Town Hall requested a new 5 year capital plan. In addition to what was mentioned in last year's 5 year plan, FY18 HVAC and FY19 Roof and boiler were added.

L Parker will be requesting 3 quotes for the upgrades to the restrooms and may include a request for air dryers vs. the \$1,000 paid in paper towels per year. She will also be getting a quote for a new cleaning service.

L. Parker brought up an issue the circulation supervisor has with family members using other family member's library cards when their card has been blocked. The network has the ability to link family cards. L. Parker will get more information on this for the next meeting.

Bills: H. Ellison made a motion to pay the bills. L. Daly-Boockoff seconded the motion. It was unanimously approved.

Executive Session: The Board went into Executive Session.

The meeting was adjourned at 9:20p.m. The next meeting will be held on Tuesday, December 10, 2013 at 7 p.m.

List of documents used at the meeting:

Clerk's Report

Treasurer's Report (3)

Director's Monthly Report

Youth Services Librarian's Monthly Report

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President