

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

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

Absent: Robert Berg, Ken Perlow, Carlton Moore, Jill Mathieu

Clerk's Report: The minutes from the Nov. 12, 2013 meeting were reviewed and accepted. Motioned by H. Ellison, seconded by G. Robinson. It was unanimously approved.

Treasurer's Report: The November Treasurer's Report was reviewed and accepted. Motioned by H. Ellison, seconded by G. Robinson. It was unanimously approved.

Trust Committee: The Board reviewed the Trust Report and noted a nice increase in the trust for the month.

Park Committee: The Park is quiet during the winter. There was no news to report.

Salary Committee: R. Keating reported that the town manager attended a meeting of the library's Salary Committee. The Committee showed the town manager a comparison of the of Norton Public Library employees compared to salaries of library employees in other towns.

Director's Report: L. Parker reviewed her written monthly report. She noted that there was only one bid for janitorial service. She also discussed a recent, well received staff meeting that included many new staff members.

Youth Services Librarian's Report: L. Parker reviewed the youth services librarian's monthly report. The library hosted a home school science fair that was filmed by Norton Media Center.

Correspondence: The library received a donation of \$500 in honor of Ruth M. Murphy, a former library volunteer and patron. The library also received a \$750 donation from NICE.

Old Business: L. Parker submitted the capital improvement plan to town hall. The capital improvement budget request for FY15 (\$5,428) was not accepted by town hall because it didn't meet the \$10,000 minimum expense requirement.

The Board discussed the quotes for the restroom partitions and hand dryers. H. Ellison moved to install new partitions in the men's room (\$1,445) and hand dryers in the men's and women's restrooms (\$1,837 including electrical). R. Keating seconded the motion. It was unanimously approved.

New Business: L. Parker requested reimbursement of expenses to Amanda for a lynda.com subscription for education. The Board agreed that it met the qualifications as an education expense, previously approved for up to \$250 per year.

Spring Town Meeting is scheduled for May 12, 2014 at 7 p.m. at Norton High School.

The library received half the state aid announced for the library: \$6,480.22.

Bills: L. Daly-Boockoff motioned to pay the bills. R. Keating seconded the motion. It was unanimously approved.

The meeting was adjourned at 7:55 p.m. The next meeting will be held on Tuesday, Jan. 14, 2014 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

Respectfully submitted,

Lisa Daly-Boockoff, Acting Clerk

Brian Stalters, President