

**NORTON PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**TUESDAY, SEPTEMBER 9, 2014**  
**7 P.M.**

**CALL TO ORDER:** 7:09 p.m.

**PRESENT:** Robert Berg, Ken Perlow, Robert Keating, Jill Mathieu, Herbert Ellison, Christine LeFort, Lee Parker, Amanda Viana

**ABSENT:** Brian Stalters, Lisa Daly-Boockoff and Carlton Moore

**CLERK'S REPORT:** The minutes from the June meeting were reviewed and accepted. Herb Ellison made a motion to accept the report, Ken Perlow seconded the motion. All in favor, motion carried.

**TREASURER'S REPORT:** Audit has started with Castro, Thresher and Oliveira. It was stated that the audit will include all finances including staff salaries, fines and any other cash. Electronic statements are now available. The Supplemental Funds are on budget except for the electricity which is possibly due to the summer months and the use of the air conditioner. Expecting the fuel line item will adjust once winter comes. Town Funds reflect the salaries are under budget but that will change as the library is open on Saturdays again. Bob Berg thanked the Board for its recognition of his hard work. Herb Ellison made a motion to accept the report, Bob Keating seconded the motion. All in favor, motioned carried.

**COMMITTEES:** ***Park Committee-*** Wedding was held in the Library Park. Matt Crowe Landscaping did some plantings and trimming. Mums were left over from the PGA grounds and used at the library. A bill will be submitted to the Treasurer. Weddings cost \$300.00 to use the Library Park that does not include chair setup. There was a brief discussion to raise the wedding rate to \$400.00 and to advertise the service. Herb said that this summer's rainfall shortage was a problem. Irrigation heads need to be replaced and the fountain did not work. Thanks to Ray Mathieu for the staining of the park benches. The Love Your Library Park will take place on Saturday, September 27. The program will include volunteers cleaning and pruning the park with the help of Oak Knoll Audubon Sanctuary. Wheaton students will volunteer to get the park ready for the Wheaton President's Inauguration celebration on Friday, October 17, 2014. ***Salaries Committee-*** Salaries Committee met on Thursday, September 4, 2014 to discuss the Director's contract. Wording from several area contracts were reviewed. Jill will get the draft out to the committee members hopefully by the next meeting.

**DIRECTOR'S REPORTS:** Lee Parker read her reports. Some highlights are: ***June-*** The people counter totals for June need to be corrected to 6,684. The new website is a credit to Amanda. It is much more user friendly. The school department recently appointed a Director of Instructional Technology who contacted the library to meet with Lee to gain a better understanding of the school-library relationship. A date has not been set at the time of this meeting. Alan Day has been doing odd jobs around the library, replacing soap dispensers and lights, etc. Thanks to Alan for his services. Summer Reading programs have kicked off. ***July-*** A very busy July with adult program statistics totaling 24 sessions with 754 attendees! Book sales were \$225. Staff evaluations were completed and donation guidelines were revised based on staff and Friends input. Information is being gathered to complete the ARIS report. Cable grant check was issued and 15 larger LCD monitors were purchased for the public computers, along with the funding of databases. Summer intern proved to be very helpful. Children's programs are

a great success. **August-** The annual report and the ARIS report are done. The Library will be a test subject for the new Bookmyne Plus App. The library now offers mobile printing through the Envisionware software. Amanda demonstrated the Library's Pinterest page. The Trivia Contest is a very popular program. Jeff Belanger's Weird Massachusetts program drew 91 people. The movies for adults did not draw well; however, teen and children's movies did better. With the license still in effect, these programs will be continued.

**CORRESPONDENCE:** Town Meeting will be October 20, 2014 at 7p.m. at the Middle School.

Lee read a letter she received from a patron complaining that he did not have his library card with him and thought he should be able to produce a license instead. After she offered other alternatives, the patron reluctantly allowed her to send the items in transit to his library. The Board will stand by the policy now in place.

A letter received by the fire extinguisher company stated that some of the extinguishers needed replacing. Lee will follow up.

**OLD BUSINESS:** The front doors need replacing. Lee will follow up with the vendors.

The HVAC bid has been awarded to Commercial Boiler Systems.

The Board requested that Lee contact the Town Manager in regards to Indemnification.

**NEW BUSINESS:** Jill suggested a permanent lawn sign to advertise the library and its services, waiting for the Town Hall sign to be installed before moving forward.

SAILS said their budget will be increased by 3 to 4% next year depending on the strategic plan and what services will be implemented.

State aid line items were increased; however, we are not sure what the library will receive until the end of the year.

Amendment of the Study Room and Tutoring policy stating "must comply with the Library's Food and Drink Policy". Also, the small room limit will be 3 persons and the \$5 fee will be listed. Herb Ellison made the motion to accept, Bob Berg seconded. All in favor, motion carried.

The Annual Meeting will be Monday, November 17, 2014. **Nominating Committee-** Bob Keating, Ken Perlow and possibly Colleen Berg (Bob Berg's wife).

**BILLS:** Ken Perlow made a motion to pay the bills, Herb Ellison seconded. All in favor, motion carried.

The meeting was adjourned at 9:01 p.m. The next meeting is Tuesday, October 14, 2014 at 7 p.m.

Respectfully Submitted,

Christine LeFort, Acting Clerk