

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, October 14, 2014  
7:00 PM**

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

**Absent:** Carlton Moore

Town Manager Michael Yunits and Christopher Pinarich of Berry Insurance attended the first part of the meeting to discuss insurance coverage for library employees and the trustees. M Yunits stated that because more than 50 % of the budget of the Norton Library is provided by the Town, then the Library employees can be in the Town's health, pension and workers compensation plans. Chris Pinarich of Berry Insurance confirmed what M Yunits said. M Yunits also mentioned that the Library employees have access to the Employee Assistance Program (EAP). On the liability side, the Directors, Trustees, and Officers of the Library are not covered under general liability. Chris's recommendation is that we purchase liability insurance which would protect Directors, Trustees and Officers from personally being liable.

**Clerk's Report:** The minutes from the September 9 meeting were reviewed and accepted. A motion to accept the minutes was made by R Berg. This was seconded by H Ellison and unanimously approved.

**Treasurer's Report:** The Treasurer's Report was reviewed and accepted. A motion was made by H Ellison to accept the minutes. This was seconded by L Daly-Boockoff and unanimously approved.

**Reports of Special Committees:**

**Park Committee.** There are 11 brick orders to fill. Wheaton Students will be working in the park on Saturday. R Berg made a motion to have Marcus Dennett fix the deteriorating walls under the statue and fountain for \$1,000. K Perlow seconded the motion and the motion was unanimously approved.

**Director's Report:** L Parker reported that the Friend annual Flea Market made \$570. The reference roundtable for Mass. Library System was held at the Library in September. There are now 5 Wheaton students working here. 6,549 people visited the Library and there were 547 computer sessions during the month.

**Youth Services Librarian's Report:** The Parent & Child Book Club read A Hero's Guide to Saving Your Kingdom and L Costello arranged a skype chat for the group with the author. There were 8 children's program attended by 217 people.

**Correspondence:** A Thank You was received from R Berg regarding a gift card from the Board in appreciation of all he does for the Library and Trustees. Also, an email from SAILS asked for confirmation that our Library will not lend to decertified libraries.

**Old Business:** Quotes regarding the front and community room doors were reviewed. Brian will meet with New England School Services to review their bid.

**New Business:** There was discussion regarding the pine trees in front of the Library. H Ellison spoke to Kathy Gariepy who thought the trees should be removed and Matt Crowe who thought the trees could be saved for another 6 years or so by limbing up trees, using deep root fertilizer, and putting scale insect spray on the hedges near the trees. There was a discussion regarding contacting Zumalt Tree Service to determine how much it would cost to remove 1 or more of the trees. Lee mentioned that the trees are on town property so we could ask the tree warden to remove them at no charge. The last time they removed trees, they also planted replacement trees.

The energy proposal for the Town of Norton was reviewed and a motion was made by R Keating and seconded by K Perlow that the Library hold off on accepting this proposal. The motion was unanimously approved.

The American Red Cross held another Blood Drive in the Community Room in September and some blood was spilled on the rug. They followed their protocol, opened a case number, and cleaned up the area. The area has been cleaned 3 more times and there is a slight discoloration in the carpet. L Parker will request the American Red Cross provide a written document to certify that the area where blood was spilled is completely clean and safe.

The holiday schedule for 2015 was reviewed.

The Board will review the Gift Policy before accepting the donation of a Norton artist's painting.

K Perlow of the Nominating Committee reported that C Moore will not be continuing on the Board. K Perlow will contact potential candidates.

K Perlow made a motion that the Trustees contact Chris Pintarich and also Steve Saccocia to get quotes on the liability insurance. This was seconded by R Keating and unanimously approved.

**Bills:** H Ellison made a motion to pay the bills which was seconded by K Perlow and unanimously approved.

**Next Meeting:** The next meeting will be held on Tuesday, November 17 at 6:30 followed by the annual meeting at 7:00.

The meeting was adjourned at 9:35.

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

Clerk's Report

Treasurer's Report

Director's Monthly Report

Youth Services Librarian's Monthly Report

Email from Lauren F. Goldberg to Michael Yunits dated Oct 14, 2014

Article Part I Administration of the Government Title IV civil Service Retirements and Pensions

Agreement between the Town of Norton and the Norton Public Library

Energy Conservation, Inc. proposal dated Sept. 19, 2014

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President