

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, September 13, 2016  
7:00PM**

**Present:** Brian Stalters, Lee Parker, Herb Ellison, Christine LeFort, Robert Berg, Robert Keating, Ken Perlow, Carol Henson,, and Jill Mathieu

**Absent:** Lisa Daly-Boockoff

**Clerk's Report:** The minutes from the June 14 meeting were reviewed. A motion to accept the minutes was made by H Ellison, seconded by R Berg and unanimously approved.

**Treasurer's Report:** The Treasurer's Reports for June, July and August were reviewed and accepted. A motion was made by H Ellison to accept the three Treasurer's Report. This was seconded by K Perlow and unanimously approved.

**Reports of Special Committees:**

**Salaries Committee:** Modifications were made to the draft of the Director's Contract based on comments from Town Council. The revised copy will be forwarded to L Parker for her review.

**Park Committee:** H Ellison reported that Wheaton students will help out with park cleanup on Oct. 21.

**Director's Report:** 3,334 people entered the free summer raffles at the Library. There were 130 people at the last concert of the summer with Four in a Row. The Hiltz Room and the Discovery Den were opened in July after repairs from water damage.

**Youth Services Librarian's Report:** 300 children and young adults signed up for Summer Reading. Weekly storytime for all ages and Jr. Friends volunteer opportunities will continue to be offered in the fall. There will also be Baby Time and LEGO Club dates.

**Correspondence:** A Wheaton business major wants to do Crowdfunding for the Library. M, Ruhl has done this for another organization. H Ellison made a motion that we will accept the proposal by the Wheaton student if R Berg talks to M Ruhl and approves.. This was seconded by R Keating and unanimously approved.

**Old Business:** Lynch Cleaning has a schedule of cleaning and is asking for \$500 to deep clean the community room rug. L Parker will look at other options for having the carpet cleaned. B Stalters met with the building committee regarding HVAC. We need to have an engineer do an "as built" to show where all the duct work is located. H Ellison made a motion that we have an engineer do an "as built" plan for up to \$9,000. This was seconded by R Berg and unanimously approved. The Board of Water and Sewer sent a notice to the Library that they will be charging \$125 a quarter to test sprinklers. Yankee Sprinkler does this service every year now.

**New Business:** The annual meeting is scheduled for November 15. The cost to install electrical boxes under the tables for computer use is \$2,170. The 2017 schedule was reviewed. K Perlow reviewed the Mini-Golf fundraiser he had originally planned to run with help from the Friends and Jr. Friends. The Board will decide next month if we will do the fundraiser this fiscal year.

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

**Next Meeting:** The next meeting will be held on Tuesday, Oct 11 at 7:00.

The meeting was adjourned at 9:37.

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

Clerk's Report

Treasurer's Reports for June, July and August

Director's Monthly Report for June, July and August

Youth Services Librarian's Report for June, July and August

Respectfully submitted,

Jill J. Mathieu, Clerk

Brian Stalters, President