

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, November 14, 2017  
6:00PM**

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NORTON TOWN CLERK

2017 DEC 13 A 8:30

**Present:** Brian Stalters, Lee Parker, Lisa Daly-Boockoff, Robert Berg, Herb Ellison, Christine LeFort, Carol Henson, Robert Keating and Patti Binegar

**Absent:** Jill Mathieu

**Clerk's Report:** The minutes of the October 10 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 Report was reviewed. A motion was made by L Daly-Boockoff to accept the Treasurer's Report. This was seconded by H. Ellison and unanimously approved.

**Nominating Committee:** H. Ellison made a motion to nominate B. Stalters for President, seconded by R.Keating and unanimously approved. C.Henson made a motion to nominate L.Daly-Boockoff for Vice President, seconded by R.Berg and unanimously approved. L.Daly-Boockoff made a motion to nominate R.Berg as treasurer, seconded by B.Stalter and unanimously approved. L.Daly-Boockhoff made a motion to nominate P.Binegar as Clerk, seconded by R.Keating and unanimously approved.

**Building Committee:** Bids for HVAC are due 11/28. L. Parker is considering options for work locations during the installation.

**Director's & Youth Services Monthly Report:** The Cultural council grant and Norton Media Center Technology grant requests were submitted. Interviews are being conducted for the Youth Services Librarian position and two desk openings have been filled. There were 6,488 visitors in October, up 14% from last month. Attic organization project has taken place in anticipation of the HVAC installation

**Correspondence:** FY2018 Certification was granted by the Mass.Board of Library Commissioners on November 2<sup>nd</sup>, and state aid awarded in the amount of \$9199.09.

**Old Business:** L.Daly-Boockhoff submitted Balfour grant request 10/27. Rustic Fire conducted site visit and updated sprinkler system gauges, put signage on valves and made other necessary repairs. Annual inspections will be set up by L.Parker. FTG conducted a site visit and determined an additional 24 port switch was required. The quote was \$7,836.40. of which \$3000 will be paid by the cable grant. H.Ellison motioned the remaining amount of \$4836.40 be paid from donated funds. C.LeFort seconded and it was unanimously approved.

**New Business:** Capital Budget requests for HVAC install will be prepared and submitted before December 13, 2017. L.Parker will pursue replacement of sink and toilet in Children's restroom. The Trustees discussed staff development. B. Stalters moved to approve staff development, R. Keating seconded it and The Trustees unanimously approved.

**Bills:** H Ellison made a motion to pay the bills. The motion was seconded by C.LeFort and unanimously approved.

**Next Meeting :** The next meeting is scheduled for Tuesday, December 12, at 6:00. The meeting was adjourned at 7:30.

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

Clerks Report  
Treasurer's Report  
Director's & Youth Services Monthly Report

FY19 Capital Budget Requests/From M. Yunits  
State aid awarded

Respectfully submitted,

Patricia Binegar, Clerk

Brian Stalters, President