

**Norton Public Library  
Meeting of the Board of Trustees  
Tuesday, April 7, 2020  
Via Remote Participation  
6:03 PM**

RECEIVED  
NORTON TOWN CLERK  
2020 JUN 15 P 1:31

**Present:** Patricia Binegar, Robert Berg, Brian Stalters, Herbert Ellison, Jill Mathieu, Christine LeFort, Lisa Daly- Boockoff, Lee Parker

**Absent:** Robert Keating, Carol Henson

**Clerk's Report:** February minutes were read. Robert Berg made a motion to accept the minutes, seconded by Herbert Ellison, unanimously approved. No minutes for the March 10, 2020 meeting were taken as there was not a quorum present.

**Treasurer's Report:** The February and March Treasurer's reports were discussed. Patricia Binegar made a motion to accept the February report, seconded by Jill Mathieu, unanimously approved. A motion by Herb Ellison was made to accept the March report seconded by Lisa Daly-Boockoff, unanimously approved.

**Special Committees:** Nothing to report at this time.

**Director & Youth Services Monthly Report:** The first part of the month consisted of normal activities such as programs, staff duties, etc. During that time, the COVID-19 virus began to affect Massachusetts. Staff began sanitizing throughout the day, offering hand sanitizers, disinfecting wipes for staff and public. Programs were cancelled, the Discovery Den was closed and the media drop was open all day to avoid inside returns. All materials that were returned were sanitized. On March 13, 2020, the Norton Public Schools would close. Brian Stalters ordered the library closed on March 14, 2020 until further notice due to the COVID-19 pandemic, as ordered by Gov. Baker. Staff created signage, updated the library website, changed phone messages, shared this information on social media sites, sent press release, notified the SAILS network, notified the statewide delivery service, and emailed a newsletter to alert patrons of the situation. During the first and second week of the shutdown, Lee Parker was at the library, as repairs were continuing due to the sewage backup that had taken place previously. Also, the Community Room was being adapted for live feeds. The staff continues to work remotely from home which consists of such services as providing online resources for patrons, cataloging materials, etc., as well as participating in training webinars.

**New Business:** Trustees will continue to monitor the COVID-19 situation, and will take direction from the governor and the Norton Board of Health before reopening.

**Bills:** Herb Ellison made a motion to pay the bills, seconded by Lisa Daly-Boockoff, unanimously approved.

**Next Meeting:** May 12, 2020 at 6:00 p.m.

**Adjourned:** 7:34 p.m.

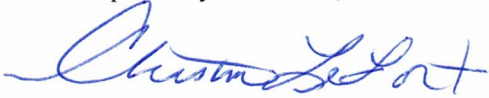
**List of Documents used at the meeting:**

Clerk's Report

Treasurer's Report

Director & Youth Services Monthly Report

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President