

Norton Public Library
Meeting of the Board of Trustees
Tuesday, June 9, 2020
Via Remote Participation
6:01 PM

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Present: Jill Mathieu, Brian Stalters, Patricia Binegar, Herb Ellison, Lee Parker, Lisa Daly-Boockhoff, Robert Berg, Christine LeFort

Absent: Carol Henson, Robert Keating

Clerk's Report: The May minutes were read. Robert Berg made a motion to accept the minutes, Patricia Binegar seconded the motion. Unanimously approved.

Treasurer's Report: The Treasurer's report was reviewed and discussed. With the uncertainty of the FY 21 budget, it was determined that the distribution could be 1/12 of the amount to start the year; however, with the spending freeze in place, figures have not been presented to us. Herb Ellison made a motion to accept the report, Patricia Binegar seconded the motion. Unanimously approved.

Special Committees:

Parks: Herb Ellison reported that the annuals for the park plantings were delayed due to late shipments. He stated that he and his wife Jane would plant the planters; however, with the COVID19 virus still an issue, they appreciate the offer of help but will complete this project alone. He did say that the fountain area needed cleaning so Jill Mathieu volunteered.

Building: Fogging has been done by MC cleaning. This will be done monthly until the public returns at which time it will be done weekly as per the Norton Health Dept. Touchless bathroom features such as auto-faucets, auto-flush and auto towels are being investigated. Lee Parker will contact Lynch to see if they will return as our cleaning company.

Director & Youth Services Monthly Report: During the continued closing of the library, Lee and Amanda implemented the COVID19 protocols with the physical aspects of the building. Shields, space markings and the like were installed for the social distancing mandates. They also had to deal with lack of staff as two staff members resigned, and four other staff members have not yet stated if they will return either, leaving supervisors, one page and one part-time cataloger.

Amanda Viana, the Assistant Director, implemented the Contactless Pickup service which included setting up the EK Registration for staff to schedule patrons to pick up their holds. She also continued to update the library's website and social media outlets.

Leah Labrecque, Youth Services Librarian, completed the Teach From Home part of the library's website and shared this information with the Norton Public Schools Media Coordinator who was able to distribute this to all teachers in the district. At the request of teachers, she created a How-to video on getting a digital library card. She continues to meet and plan ways to implement summer programs.

Programs will be kept to a minimum and those in progress will continue remotely. Staff continued to work remotely as well.

New Business: A COVID 19 Reopen discussion was had and it was determined that masks are required for entry into the library. Signage with this verbiage will be in place for staff to use in cases of objections. A Self-Checkout station is being looked into. Some museum passes may have to be cancelled due to their specific protocols. Health protocols were discussed in the event any staff contracted COVID 19, being a two week shutdown of the library with deep cleaning. Staff must quarantine for 14 days with any ill staff member receiving two negative tests before returning to work.

Bills: Herb Ellison made a motion to pay the bills, Jill Mathieu seconded the motion. Unanimously approved.

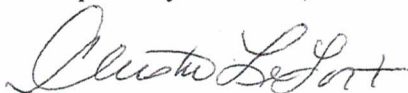
Next Meeting: Due to the uncertainty of the new fiscal year, it was agreed that the Board would meet **Tuesday, July 7, 2020 at 6:00 PM.**

Adjourned: Meeting adjourned 7:35 pm

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