

**Norton Public Library**  
**Meeting of the Board of Trustees**  
**Tuesday, July 7, 2020**  
**6:10 PM**

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

**Absent:** Carol Henson, Robert Keating, Herb Ellison

**Clerk's Report:** The Clerk's report was read. Patricia Binegar made a motion to accept the report; Robert Berg seconded the motion, unanimously approved.

**Treasurer's Report:** The Treasurer's report was read and discussed. The new FY 21 budget for the library was passed at the town meeting, being \$501,781. Lisa Daly-Boockhoff made a motion to accept the report; Patricia Binegar seconded the motion, unanimously approved.

**Parks:** Herb Ellison sent in a communication regarding the status of the Library Park. The pots are done. There is a large branch broken on the lawn. It was noted that several hydrangeas and rhododendrons were gone. There was a discussion about the use of the park regarding a request from the knitters group wanting to meet there. It was determined that the park is a public space and CDC guidelines will be observed. Lee Parker is looking into signs regarding mask wearing and social distancing to be posted in the park.

**Building:** The auto features for the bathroom fixtures was discussed. We will be looking for quotes. Coldmasters contract was discussed along with the need to have MERV13 filters in our HVAC system. It was determined that additional air purifiers would be added to the staff areas. Lee Parker also made the Board aware that there are bats in the attic, as well as making a brief appearance in the stacks. They cannot be removed right away as bats are protected during nursery seasons. Blocking that can be done will be done right away, and the remainder will take place when allowed after nursery season in early August.

**Director & Youth Services Monthly Report:** In lieu of these reports, Lee Parker presented the Board with a "Stages and Reopening Thoughts" report. This report was much discussed as the reopening of the library still has a way to go. More Plexiglas needs to be added around the entire circulation desk. It was agreed that printing and copying would be free with a limited amount of pages for the time being. Computer use was discussed with a 30 minute appointment only. Lee is looking into software to assist computer patrons as staff will no longer give face to face assistance. If a patron can't or won't wear a mask during computer use, they will be not be allowed to use the computer stations; however, the Board directed Lee to purchase Chromebooks for those patrons to use outdoors using the library's free Wi-Fi. These patrons will check out these devices for a period of time. Details to follow. If a patron chooses, if they have a computer at home but no Wi-Fi they can be directed to Xfinity's free hotspot program. When the library does open, only a limited number of people will be allowed in for a short period of time. A greeter will be at the door to monitor the number of people coming and going. More one-way markers need to be added as well as other signage reminding patrons to distance and rules for bathroom use. It was also recommended that the initial first hour be for the vulnerable population. Curbside pickup will remain available for those who do not wish to enter the building.

**Bills:** Lisa Daly-Boockhoff made a motion to pay the bills. Patricia Binegar seconded the motion, unanimously approved.

**Next Meeting:** August 11, 2020 at 6:00 p.m.

**Adjourned:** 8:10 p.m.

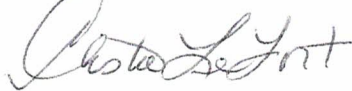
**List of Documents used at the meeting:**

Clerk's Report

Treasurer's Report

Stages and Reopening Thoughts

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Christine LeFort".

Christine LeFort, Clerk

A handwritten signature in cursive script, appearing to read "Brian Stalters".

Brian Stalters, President