

**Norton Public Library**  
**Meeting of the Board of Trustees**  
**Tuesday, August 11, 2020**  
**6:03 PM**

2020 SEP 28 P 1:38

**Present:** Robert Berg, Patricia Binegar, Robert Keating, Christine LeFort, Brian Stalters, Jill Mathieu, Lee Parker, Amanda Viana.  
Herb Ellison & Lisa Daly-Boockhoff via remote

**Absent:** Carol Henson

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

**Treasurer's Report:** The Treasurer's report was read and discussed. Brian Stalters made a motion to accept the report; Robert Keating seconded the motion, unanimously approved.

**Parks:** The town removed the tree limb; however, the park still needs some additional clean-up.

**Building:** Coldmasters will no longer be servicing the HVAC system. S&S which was our previous HVAC company will be servicing the system. They will be charging less as well as providing more frequent air filter changes. Robert Keating made a motion to accept the new contract; Robert Berg seconded the motion, unanimously approved. We also discussed the use of UV lights in lieu of MERV 13 filters. John Parker, our plumber, said the auto features for the bathrooms should be in soon.

**Director & Youth Services Monthly Report:** The library is still closed to the public; however, curbside pickup has almost doubled since last month. Staff continues to keep up with returns and reserves especially considering the fact that the library continues to be short staffed with 3 Circulation Assistants and 1 Library Assistant positions unfilled. Lee has not heard back from the Health Department as to the capacity limits for the library's opening to the public. The Self-Checkout kiosk should be arriving by August 18. The Circulation desk will be set up so that patrons will also check out their own items with the help of the circulation staff. The Chromebooks for patron use have arrived along with laptops for staff to work remotely. Still waiting for the hand sanitizer station along with some signage and Plexiglas desk shields. Lee and Amanda requested that 30 minute in house computer use be made available to patrons on a reserved basis. It was discussed and it was decided that until all safety measures are in place we should hold off on allowing browsing in the lobby.

Leah was busy with the Summer Reading program, providing Take & Make Activity bags for the participants. She sent emails to the participating families to keep them abreast of the ongoing activities as well as maintaining the library's website to keep families engaged. She was able to obtain two StoryWalks from the Norfolk Library, which she set up outdoors in the Library Park for a socially distanced outdoor story. Leah continues to stay informed as to what may be expected during the school year and will help teachers, students and their families to adapt as needs arise.

**New Business: Phased reopening-** With the uncertainty of the number of patrons within the building: the Trustees will make a statement on the opening and the requirements that must be met. This statement will be posted online and will hopefully assure patrons that we are working to keep all concerned safe.

The Board went over the Conditions of Employment documents, defining terms and eligibility of employment. A discussion ensued making some changes and grandfathering others. This will be helpful with employees going forward as well as with new hires. Robert Berg made a motion for the changes for

the employee without benefits, seconded by Patricia Binegar, unanimously approved. The conditions of employment for benefitted employees will be discussed at the next meeting.

**Correspondence:** The Veterans Director requested that a parking space be designated for veterans. The Trustees felt it would show support and agreed to the request.

Beth Rossi from the COA would like her knitting and crochet groups to use the library's outdoor space. As long as social distancing is in place and CDC guidelines are followed, the Trustees agree to the request.

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

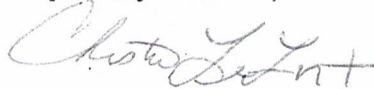
**Next Meeting:** Tuesday, September 8, 2020 at 6:00 pm

**Adjourned:** 7:55 pm

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

Clerk's Report  
Treasurer's Report  
Director's Report  
Youth Services Report  
Conditions of Employment

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President