

Norton Public Library  
Meeting of the Board of Trustees  
Via Remote Participation  
Tuesday, February 9, 2021  
6:08 PM

RECEIVED  
NORTON TOWN CLERK  
2021 MAR 10 PM 3:45

**Present:** Herb Ellison, Patricia Binegar, Lee Parker, Brian Stalters, Jill Mathieu, Lisa Daly-Boockoff, Robert Berg, Christine LeFort, Amanda Viana, Marlyne Lahens Gedeon

**Absent:** Robert Keating

**Clerk's Report:** The Clerk's Report was read and discussed. Robert Berg made a motion to accept the minutes, seconded by Herb Ellison. Unanimously approved.

**Treasurer's Report:** The Treasurer's Report was read and discussed. Lisa Daly-Boockoff made a motion to accept the report, seconded by Jill Mathieu. Unanimously approved.

**Building:** The Highway Department was contacted in regards to three parking lot lights that were out. They tested lights throughout the parking lot and reported that some lights were missing caps and that moisture was getting into them. It was recommended that an electrician be called to assess the situation. Rise Engineering was contacted to replace bulbs that were under warranty. They will send the bulbs to us at no cost, but not the labor. Leal Electric came out to look at the exterior lights and to address the timer issue, a new timer is being ordered. They will repair the fixtures and install the new bulbs. Citron came and swapped out our hazard waste container and will return with correct air fresheners. We have been trying to schedule our annual fire alarm inspection with no response. The wind blew the back door open hitting the awning, breaking the support. Brian said it will hold for now, but will need replacing. The heat was not working in several areas in the library, including the staff room and offices. SS came but could not find any problems, theorizing that it may have been the extreme cold/large square footage that taxed the system. The attic low temperature alarm went off overnight Friday and Saturday nights, prompting multiple calls from the alarm company. Amanda checked the attic on Saturday and found the attic door was left open which meant heat was escaping into the hallway. She propped the door to the mechanical room open to allow heat to enter the attic. Lee checked the building on Sunday to make sure the sprinklers hadn't gone off and the library was at a decent temperature. ADT was contacted and told to place the attic temperature calls on hold for the time being. Alan lowered the attic thermostat to 35 for warning alarms which would stop the calls and would allow time to get to the library if the temperature got low enough to trigger sprinklers.

**Director & Youth Services Monthly Report:** With Norton in the red for Covid-19, we began the new calendar year with continued contactless pickup, virtual programs, crafts-to-go, custom bundles, and free copying and printing six days a week. For January, we did an adult journal craft-to-go and a counted cross stitch heart card, thanks to Sandy's cross-stitch stash. We prepped for a tea one for February in collaboration with the Easton Lions. The public enjoys and appreciates these projects. A new circulation assistant has been hired. Terrence is a pro at training desk staff and we think our new hire will work out well. Alex has been promoted to PR Library Assistant with the idea that he will be assisting with more social media posts, video content for our website and virtual programming. Its tax season and Amanda has been busy with our physical displays and booklets as well as answering reference questions and updating the website with tax resources. We have also responded to numerous calls and emails regarding the vaccines and readers' advisory requests. Sandy was the in-person supervisor for a little over a week as Lee and Amanda were contacted by the Board of Health Contact Tracing that they had to isolate. They also were tested for COVID by the Fire Dept. during this time. The Friends sponsored an evening lecture

on organization, which drew a few dozen registrants. For those that missed the class, we forwarded tips given to us from the presenter. The books groups continue to go well.

Leah hosted a Zoom meetup for the usual Page Turners and Junior Friends. She planned and performed in and edited two videos. Sing with Leah which centered on songs that featured scarf play and one Baby Time with lesser known rhymes and bounces for the little ones and their caregivers. This month she was able to put out two rounds of Take & Make Activity Bags for kids. For ages 3-7 she provided a kit about penguins featuring coloring sheets and a pull-back toy car craft to build. For ages 5-10 a kit called Winter Friends was provided containing either a cardinal made from a jingle bell or polar friends duo on an iceberg. Both kits also contained coloring sheets and mazes. In order to promote awareness of the junior collection and increase her circulation, she included a themed booklist in the activity bags that match the activity theme. She has also been creating things for social media to highlight timely topics in the collection. In anticipation of Black History Month, she put out a digital flyer comprised of new picture book biographies of important Black Americans.

### **Correspondence:**

**Old Business:** The Friends were able to get an additional corporate sponsor, Horizon Beverage.

**New Business:** Lee and Bob Berg attended the FINCOM session for the Library budget presentation. We asked for a 3% overall increase and the Board members asked how the Library works. The Town Manager requested they speak to the Select Board.

The Library Board of Trustees decided that during the pandemic, the Library would not charge overdue fines. Patricia Binegar made a motion and Robert Berg seconded the motion, unanimously approved.

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

**Next Meeting:** March 9, 2021 at 6:00pm

**Adjourned:** 7:13pm

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

Clerk's Report  
Treasurer's Report  
Director's & Youth Services Reports

Respectfully submitted,

*Amanda Friano, Acting Clerk*

Christine LeFort, Clerk

  
Brian Stallers, President