

Norton Public Library
Meeting of the Board of Trustees
Via Remote & In Person Participation
Tuesday, October 12, 2021
6:03 PM

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NORTON TOWN CLERK
2021 NOV 10 PM 3:08

Present: Christine LeFort, Lisa Daly-Boockoff, Herb Ellison, Robert Keating, Jill Mathieu, Robert Berg, Brian Stalters, Andrea Sullivan, Lee Parker, Amanda Viana

Absent: Patricia Binegar

Clerk's Report: The Clerk's report was read and discussed. A motion was made by Herb Ellison to accept the minutes, seconded by Lisa Daly-Boockoff. Motion approved.

Treasurer's Report: The Treasurer's report was read and discussed. Robert Berg explained the report and how the funds are distributed to our new Trustee, Andrea Sullivan. He also spoke to the issue of the 30 yr. agreement with the Town. It was agreed that we review this agreement. Our auditors recommended that we receive a full audit every other year rather than yearly. A motion was made by Herb Ellison, to accept the report, seconded by Robert Keating. Motion approved.

Parks: Sidewalks are being installed near the park. So we'll wait until spring to tackle the grading and gravelling of the parking area.

Building: Miller Construction came to look at the ceiling tiles that needed replacing or adjusting. They fixed the worst areas in the staff kitchen and the garage. They also looked over the ceiling tiles throughout the library and estimated that we would need 200 new tiles. The fan over Sandy's desk was constantly running, and Leah's office had loud high pitched whining. It was not producing any air/heat. SS was called to fix the problem. Old ductwork was found in the ceiling that was not capped off when the new system was installed. The duct was capped off and the sound disappeared, but only for a short time. Will be looked at again during preventative maintenance visit. Alan Day came to fix electrical issues at the gazebo. He replaced one GFCI outlet on the gazebo. He reset the time clocks for the park lights, gazebo and outlets. Clock Two is not working and must be operated manually. He also reset the inside time lights.

A-1 Copier Service was called to fix the printer/copier. The jam was fixed, but he thought the coin sorter needed to be replaced. ADT was called for sensor problem # 93 smoke alarm, which caused a problem in June. They replaced the sensor and reset the system. The light in the family restroom was replaced.

Director & Youth Services Monthly Report: The Board of Trustees voted to eliminate overdue fines. SAILS purged the system of all overdue fines totaling \$25,295.20. Our auditors felt the number was reasonable and these funds were almost all non-recoverable. SAILS cleaned up our database of expired patron records and outstanding overdue bills. Inactive cards will be purged after 3 years. Traffic and roadwork in front of the library affected our September circulation numbers. September was Library Card Sign-up Month and the 30th anniversary of the library building. Several activities took place, including bookbags or books distributed to new cardholders, Library Bingo, a concert featuring Timmy Brown in the gazebo sponsored by North Easton Savings Bank, fun filled library themed crafts with Ellen Ranney and Balloons by Ciel who created creatures from twisted balloons. The Friends were busy raising funds for the library. Raffles were held; one included a team-signed Bruins jersey. Home Plate hosted a fundraiser, a Flea Market was held on the Library lawn along with a Pop-up book sale. Terrence continues with staff training, Alex has been very helpful creating newsletters, video editing and creating posts. Amanda continued to provide great book displays, readers' advisory, book discussions,

collection development, troubleshooting technology and so much more. Norton Cultural Council grants for this month were reviewed. We are seeking grants for a number of arts, crafts and musical programs.

Leah continued with outdoor children's programs. Marsha Wright of CFCE had four sessions of stories and songs for toddlers. Storytime in the Park went well so three more sessions were added weather permitting. A new season of Junior Friends began this school year as well as the Creative Writing Club. Leah was able to make contact with a new Wheaton College professor about how the library can support his Young Adult Literature class. She is reaching out to performers for the next round of entertainment.

Correspondence: Received a \$200 donation from Wheaton College. The Staff sent a thank you to the Board. Miller Construction submitted an estimate for the ceiling tiles. Brian Stalters made a motion to accept the proposal up to \$5,000, seconded by Robert Keating.

Old Business: Sent out a press release and newsletters letting patrons know fines are forgiven.

New Business: The town is allotted 15 hours a month to use the billboard along Rte. 495 to promote the library. Holiday hours were set for the remaining year and the new year as well. Robert Berg made a motion to set the holiday hours, seconded by Jill Mathieu. Holiday hours approved.

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

Next Meeting: November 9, 2021 at 6 pm followed by the Annual Meeting at 7 pm

Adjourned: 7:35pm

List of Documents used at the meeting:

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

Respectfully submitted,

Christine LeFort, Clerk

Brian Stalters, President