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NORTON TOWN CLERK

2021 DEC 15 AM 10:51

Norton Public Library
Meeting of the Board of Trustees
Via Remote & In Person Participation
Tuesday, November 9, 2021
6:07 PM

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

Absent:

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

Treasurer's Report: The Treasurer's report was read and discussed. Robert Berg informed the Board that the first allotment of state aid was received. Herb Ellison made a motion to accept the report, seconded by Robert Keating. Motion carried, approved.

Park: Marcus from Landmarc Landscaping was able to grade and gravel the parking area. Landmarc also cleaned much needed areas including the sidewalk, parking, walkways and graveled area near the gazebo. The new benches are in and the old ones are out for repair. A quote from Signs by Tomorrow was received for the park signs. Lee presented the sign designs and there was a discussion on placement of signs. Robert Berg made a motion to accept the quote from Signs by Tomorrow not to exceed \$2,000. Robert Keating seconded the motion, motion carried, approved.

Building: During sidewalk and road construction, the road crew hit a sprinkler head. Contact information for MAG irrigation was provided. They happened to be scheduled to come winterize the system the next day. Communication errors occurred on all 4 alarm panels, including the attic (which are not used). Lee called ADT regarding the matter; however, nothing showed on their end. According to the Honeywell alarm booklet, the communication failure on the keypad indicates that a failure occurred in the telephone communications portion of the system. Lee called Mettel who opened a service case. Within a week, Jason came to look at the phone line and alarm panel. He marked the lines and said he would speak to Ray as he believes the lines belong to Verizon. Ray Mathieu painted the pavilion area. A technician from A-1 Copier came to work on the Jamex machine and a week later they were contacted as the machine was still not dispensing nickels. Citron came to change the Ecoaires in the restrooms.

Director & Youth Services Monthly Report: On October 6th the switch to overdue fine-free took place. Bills were removed on the 5th and the public was notified on the 8th. Patrons that no longer had bills attached to their records had their expired cards removed from the system. Press releases, newsletters, social media posts were sent out as well as looking into putting this news on the 495 electronic billboard. Thanks go out to SAILS, Amanda and Alex for helping with this change. Lee and Amanda met with the Director of Planning & Economic Development, Paul DiGuseppe, to discuss workforce development. Various ideas for job training and a job fair with local businesses were discussed, hopefully for next spring. Amanda's book group, knitters and Zumba continued this month with grateful participants. World Postcard Day was celebrated all month with a display of postcards from around the world, as well as a station for patrons to take and send postcards to someone such as a senior or veteran for us to deliver. The Friends got the community room ready for their first big book sale. Basket raffles raised almost \$1000. Sandy and Melanie continue with collection maintenance. Amanda spent time troubleshooting and updating computers and printers again. They are old and struggle to keep up with the demand. New public computers are coming in - 6 for computer workstations and 3 for OPAC. PC Support from SAILS will install the new computers.

Leah and Marsha Wright of CFCE were able to hold story times outdoors in the park. For the teens and tweens, John Porcino, storyteller, told spooky stories outdoors as well. Marsha and Gina McGarrigle presented a tasty program on the history of chocolate for kids K-5. The Creative Writing Club had 18 kids ages 10-15 come to play with words, ideas and friends. The Junior Friends are excited about their ideas for the seasonal bulletin boards, as well as cleaning up the Discovery Den and learning how to care for the juvenile collection. The Board of Health granted permission for Leah to wear a face shield instead of a mask when performing parts of the youth programs. With the cold weather coming, Leah is working out safety protocols for indoor kids programs. She continues to write grants for kids' programs and entertainers. She hosted a class visit from Wheaton Professor Wesley Jacques's Young Adult Literature class where students learned about youth spaces in a library as well as collection development and the like. The old juvenile furniture was picked up by the Norton schools.

Correspondence: A letter was received from Francis Fournier, superintendent of the town's water & sewer department in regards to the Fire Sprinkler Suppression System and its protocols. State aid in the amount of \$17,616.19 (1st allotment) was received. Fall Town Meeting changed personnel by-laws Chapter 110, citing holidays and change in longevity schedule and payments.

Old Business:

New Business: *Brian Stalters made a motion to approve staff development, seconded by Patricia Binegar.* Motion approved.

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

Next Meeting: December 14, 2021

Adjourned: 7:09pm

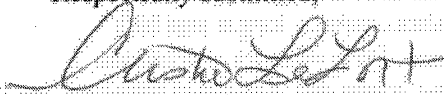
List of Documents used at the meeting:

Clerk's Report

Treasurer's Report

Directors & Youth Services Reports

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President

Lisa Daly-Boockoff, Acting President