

RECEIVED
NORTON TOWN CLERK

**Norton Public Library
Meeting of the Board of Trustees
Via Remote & In Person Participation
Tuesday, December 14, 2021
6:02 PM**

2022 JAN 19 PM 1:40

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

Absent: Brian Stalters, Herb Ellison, Robert Keating

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

Treasurer's Report: The Treasurer's Report was read and discussed. Christine LeFort made a motion to accept the report, seconded by Patricia Binegar. Motion carried, approved.

Parks: All nine park benches arrived and were assembled by Melanie, Alan, Sandy and her family. Sandy and her family loaded three trucks and removed the old benches, installed the new benches, (one of which was donated by the friends of the late Sheila Starratt). Alan cleaned the original plaques from the old benches and clear coated them. They were added to the new benches. Two locks were donated by the Easton Lions Club. Alan purchased other materials to secure all benches. We are waiting for more information on the park signs.

Building: Lee presented a sampling of flooring for the community room to replace the carpeting. The flooring is the new type of vinyl flooring for high use. An appointment was scheduled with ADT, Rustic Fire and the Water Dept. for November 16. After several calls to ADT to verify the time and date, the appointment was confirmed. On the scheduled date, Rustic Fire and the Water Dept. waited two hours for ADT to show. There was not enough time to do both sprinkler inspections and tamper switch so another appointment had to be scheduled. Due to dissatisfaction on numerous occasions, it was agreed we would cancel our contract with ADT. Jay from A-1 came to address the coin changer issue. After servicing, it still wasn't working properly. He was contacted again at the end of the month. The public copier was printing with colored dotted lines. Kyocera came to service the machine. SS Service came to cap the ductwork over Sandy's desk. Chairs for the adult pcs arrived from Staples and were assembled by Sandy. The phones were not working in town buildings and the library. Charlene worked with Verizon on the matter. The ceiling tiles were dropped off and installation began in the children's area. Flashing was installed around the pipe in the garage where water was entering until it can be fixed.

Director & Youth Services Monthly Report: The Friends had their first book sale in the community room after two years due to the pandemic. They made just over \$2100 and an additional \$1100 in raffle proceeds. They also made \$305 in memberships and \$20 in book bag sales. After the December 14th Home Plate fundraiser, there are three more basket raffles to finish. The Annual Meeting in November was held after the regular Trustee Meeting. Andrea Sullivan was approved as a new trustee. During this time, the meeting was a year in review, with COVID-19 and our response being a large part. We were notified by the MBLC regarding our being the first recipients awarded for FY22. The first installment was in the amount of \$17,616.19 with the next one in March/April 2022. Jorj, PC Support Specialist from SAILS installed Melanie's new computer. Amanda set up hotspots to circulate, finalized policy and created staff procedure cheat sheets. The self-service kiosk stopped working. Amanda took it apart, fixed a loose cable inside the monitor (along with Lee and Alex as the machine is heavy). As always, Amanda is busy with troubleshooting tech. Alex is helping with press and social media and Sarah is taking on some of the book displays. Amanda's book group met via Zoom. The Men's Book group met in person

but changed their date due to the book sale. Sandy and Melanie continue with collection maintenance. A large donation of books and DVDs were picked up by Lee and Andrew. Sandy and Lee went through the movies to see what could be used in the collection with the rest going to the Friends for the Book Nook or future book sales.

Leah ran three weeks of Family Storytime indoors in the community room with spacing, masks and registrations. Low attendance signaled that people may not be ready for the 0-5 indoor programs. Marsha's CFCE toddler program outdoors had somewhat consistent attendance, but will reassess what happens for the indoor program in December. Leah was able to visit two Head Start classrooms and provide books and songs accompanied by ukulele. Page Turners Book Club was able to gather in person for the first time since February 2020. This month Page Turners created a book display for Native American Heritage Month. The Creative Writing Club is thriving and the Junior Friends have been sanitizing the Discovery Den, redecorating the bulletin board, tidying up the collection. Leah has recruited Sarah E. and Debbie H. to cross reference the "best-of lists" with the library catalog to compile a list of titles. She also submitted a Technology Grant to the Norton Media Center for early learning computers for the children's room. Summer reading materials have been ordered and some pre-planning has begun.

Correspondence: A Thank You card was received from the staff to the Board, thanking us for our continued support throughout the year.

Old Business:

New Business: Policy updates: Community Room Policy updates will have more corrections for next month's meeting along with a review of the Circulation Policy, Collection Policy, and Challenged Book Policy.

Bills: Jill Mathieu made a motion to pay the bills, seconded by Christine LeFort. All approved.

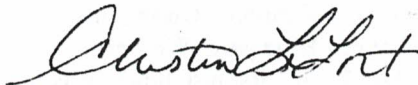
Next Meeting: Tuesday, January 11, 2022 at 6:00pm

Adjourned: 7:25pm

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