

Norton Public Library
Meeting of the Board of Trustees
Tuesday, April 11, 2023
In Person & Via Remote Participation
6:04 PM

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NORTON TOWN CLERK
2023 MAY 15 PM 4:26

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

Absent: Robert Berg

Clerk's Report: The Clerk's Report was read and discussed. Herb Ellison made a motion to accept the report, seconded by Jill Mathieu. The vote is as follows: Lisa Daly-Boockoff: yes, Christine LeFort: yes, Patricia Binegar: yes, Brian Stalters: yes, Andrea Sullivan: yes, Robert Keating: yes, Jill Mathieu: yes, Herb Ellison: yes. Unanimously approved.

Treasurer's Report: The Treasurer's Report was read and discussed. It is time to take the annual distribution from the Trust as required. Jill Mathieu made a motion to approve the annual distribution, seconded by Brian Stalters. The vote is as follows: Lisa Daly-Boockoff: yes, Christine LeFort: yes, Patricia Binegar: yes, Brian Stalters: yes, Andrea Sullivan: yes, Robert Keating: yes, Jill Mathieu: yes, Herb Ellison: yes. Unanimously approved.

Herb Ellison made a motion to accept the Treasurer's Report, seconded by Lisa Daly-Boockoff. The vote is as follows: Lisa Daly-Boockoff: yes, Christine LeFort: yes, Patricia Binegar: yes, Brian Stalters: yes, Andrea Sullivan: yes, Robert Keating: yes, Jill Mathieu: yes, Herb Ellison: yes. Unanimously approved

Parks: Graffiti has again been discovered in the Library Park. It has been determined that permanent paint has been used in tagging, which we will try to remove. It was discussed that we use trail cams to monitor the area along with signage stating surveillance. Brian Stalters made a motion to purchase signage and trail cams, seconded by Patricia Binegar.

The vote is as follows: Lisa Daly-Boockoff: yes, Christine LeFort: yes, Patricia Binegar: yes, Brian Stalters: yes, Andrea Sullivan: yes, Robert Keating: yes, Jill Mathieu: yes, Herb Ellison: yes. Unanimously approved.

Building: Ceiling tiles were falling in the community room. Lee and Andrew came in to work on the tiles in the entryway and community room. The grid is in need of repair or replacement. Miller Construction was contacted; however, they are no longer able to take on this work. A new company needs to be found. There are leaks and broken seals in the entry way windows. Central Glass was contacted. It was determined that the glass windows must be replaced due to moisture. The leaks are coming from the ceiling above and not the windows. Waiting quotes for two windows. The broken metal awning bar was removed by Andrew and will be taken to a hardware store to see if we can fix it ourselves. Germaine was called to fix the plumbing clog in the public ladies room. Lynch Cleaning came in to clean the family restroom floor. Air Barrier Solutions installed weather stripping, insulation, etc. for the Town weatherization project.

Director's Report: Brian, Bob, Amanda and Lee attended the virtual Finance Committee meeting. Lee prepared both a 45 and 50 hour budget as requested including the full materials budget as well. Library Legislative Day was this month. Our local legislators were emailed by Lee to thank them for their past support and requested support for additional funding for public libraries and co-sponsoring of Rep. Balser's eBook bill H-3239, empowering library access to electronic eBooks and digital audiobooks.

Lee attended the first annual STEAM Fair representing the library at the high school for K-12 families. She was able to speak with families, students, teachers, Wheaton staff, and local businesses who were there. The Friends had a fundraiser at GOAT City and are getting ready for the May book sale. They have great raffle baskets to be drawn at the end of the book sale. Staff continues to plan upcoming fun activities as well as many collection updates. (See Director's Report).

Youth Services Report: Leah is getting out into the community and inviting specific groups into the building to increase the library's visibility. Wheaton Prof. Wesley Jacques brought his Children's Lit class to hear about children's literature and library service. Leah visited JCS library to bring story time to the kindergarten classes there. They hosted our annual Buddy Night with Head Start. Families at the event had story-time, activities, and a visit from Molson the therapy dog. Leah was also able to do some promotional spots for Norton Media Center and was also very busy with programs that brought in total attendance counts at 485 participants in just 21 sessions. (See Youth Services Report)

Correspondence: Lee sent a letter to the Town Manager and Finance Committee from herself and the Board President and Treasurer in regards to the FY24 Library Budget requests. It included further explanations of why we need at least the 45-hour budget requested in order to maintain certification from the Mass. Board of Library Commissioners, as well as ways we seek additional funding outside of the town.

The Board received a card from the staff as a thank you for the Board's continued support of the staff and the library.

Old Business: None

New Business: The costs to the electric bill are becoming prohibitive and the Board discussed adding charges as most e-v charging stations do. This was discussed when the e-v charging stations were first installed as a probable necessary change after a trial period. Lee will speak with the Town Manager to begin collecting fees for charging stations to cover the costs, and having ChargePoint reimburse the library so we can pay the electric bill.

Bills: Jill Mathieu made a motion to pay the bills, seconded by Robert Keating. The vote is as follows: Lisa Daly-Boockoff: yes, Christine LeFort: yes, Patricia Binegar: yes, Brian Stalters: yes, Andrea Sullivan: yes, Robert Keating: yes, Jill Mathieu: yes, Herb Ellison: yes. Unanimously approved.

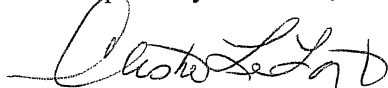
Next Meeting: May 9, 2023 at 6:00pm

Adjourned: 7:52pm

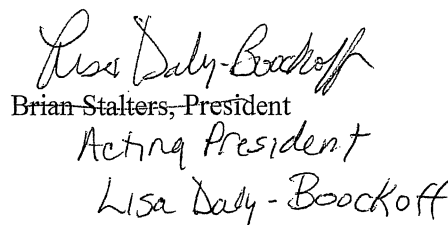
List of Documents used at the meeting:

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

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President
Acting President
Lisa Daly-Boockoff