

Norton Public Library
Meeting of the Board of Trustees 2023 DEC 21 PM 2: 09
Via
In Person & Remote Participation
Tuesday, November 14, 2023
6:03 PM

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

Absent: Patricia Binegar, Herb Ellison, Robert Keating

Auditors: Michael Maloney from Castro, Thresher & Oliveira, CPAs was invited to speak to the Board regarding changes in their service rendered to us. He spoke on the differences between financial audits and reviews and to explain why they have discontinued offering the service of audits to non-profits. They will continue to do reviews for the NPL and since we are covered by the Town Audit, it was felt that their full annual audit was no longer necessary, however; they would recommend another firm if we wanted to continue with the full annual audit. We will however; continue with the annual review. He went on to go over the Reviewed Financial Statements for FY 2023.

Clerk's Report: The Clerk's Report was reviewed. Brian Stalters made a motion to accept the report, seconded by Robert Berg. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Brian Stalters, yes; Andrea Sullivan, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes. Approved.

Treasurer's Report: The Treasurer's Report was reviewed. Jill Mathieu made a motion to accept the report, seconded by Lisa Daly-Boockoff. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Brian Stalters, yes; Andrea Sullivan, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes. Approved. Robert Berg proposed that we approve funds for staff development. Brian Stalters made a motion to accept the proposal, seconded by Robert Berg. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Brian Stalters, yes; Andrea Sullivan, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes. Approved.

Park: More graffiti and hate stickers were found in the park. Lee contacted Brian and asked him to retrieve the memory cards from the trail cams. We were unsuccessful in getting helpful footage which the police need and we are now looking at making changes to lighting and cameras. New metal trash cans for the exterior of the library and the park may be purchased to replace the existing ones. Before purchasing, we are getting feedback from Wheaton College, who already have them. Robert Berg made a motion to approve \$2,000 for the purchase, seconded by Brian Stalters. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Brian Stalters, yes; Andrea Sullivan, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes. Approved. Tyler cleaned the Paw Path again, it looks great.

Building: The Highway Dept. is looking at fixing the handicap parking spaces markings so one is wide enough for a van with a ramp. SS Service did fall maintenance, changed filters, checked electrical and amps, verified heat operations and checked condensers. Leal Electric was called as the outdoor lights were off. A temporary fix was done, new timers were ordered and installed. The timers were extended to provide longer lighting in the park. (see Director's Report).

Director & Youth Services Monthly Report: Computers continue to be repaired and replaced. A new computer was purchased for the ScanPro which will be set up so patrons can easily access the old Norton Mirrors. Harbor Networks came for SAILS and installed a new firewall for the library. The Red Cross Blood Drive was very successful and the next one will take place in December. For the #LetFreedomRead banned books awareness program, we displayed titles of the most challenged books

last year and the last decade. People could list titles they read on FREEDOM magnets provided by Morse Institute of Natick. Morse Institute will be creating a collage of what libraries displayed across the state to the Massachusetts Cultural Council. This month saw an increased number of participants with some events from NICE. "Madam I am Adam", a fun lecture on palindromes and the fall class that was a smash hit, The Making of New England. Wheaton College Professor Mark LeBlanc spoke to a large audience about ChatGPT and other forms of AI. A number of other programs such as the virtual author talks featuring Rick Steves, John Irving and Ruth Ware were very popular along with Yoga in the Park. Amanda and Sarah were very busy with numerous projects. Amanda ordered signage for the collections and they look great. She took the oath to become a Notary Public. Her services will be determined at a later date. Melanie has continued to catalog and process material through the vacancy in Technical Services. A new Cataloging Supervisor has been hired and will begin on November 6. Sarah has been creating all types of publicity from displays to social media. Leah and Lee attended Trauma Training with Fire Chief Shawn Simmons. Town buildings will all have the same trauma kits, and we will as well. We are also looking at ways to add an AED. We may have to apply for a grant if the supplemental budget can't cover the cost of about \$2,000.(See Director's Report).

Leah found much success with the visitations to every kindergarten class in the Norton Public Schools. They presented good information and provided library card applications. Many of the kindergartners were familiar with Leah and were proud when they mentioned their names. The teachers and students sounded excited for another visit, so they are planning on returning in January. They prepared a book talk on topics to support CFCE's early childhood educators dealing with the influx of migrant children in the communities that they serve, and submitted letters of support for several Cultural Council grant applications. They also met with Wheaton College students regarding organizing a poetry workshop series in the new year. (see Youth Services Librarian's Report).

Correspondence: None

Old Business: Conditions of Employment

New Business: Notary Service; Trauma Kit

Bills: Brian Stalters made a motion to pay the bills, seconded by Jill Mathieu. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Brian Stalters, yes; Andrea Sullivan, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes. Approved.

Next Meeting: December 12, 2023 at 6pm

Adjourned: Brian Stalters made a motion to adjourn the meeting, seconded by Lisa Daly-Boockoff. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Brian Stalters, yes; Andrea Sullivan, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes. Approved. Adjourned 8:25pm

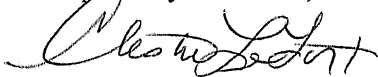
List of Documents used at the meeting:

Clerk's Report

Treasurer's Report

Directors & Youth Services Reports

Respectfully submitted,



Christine LeFort, Clerk

Brian Stalters, President -

