

RECEIVED  
NORTON TOWN CLERK

**Norton Public Library  
Meeting of the Board of Trustees  
Via**

**In Person & Remote Participation  
Tuesday, December 12, 2023  
6:09 PM**

2024 JAN 10 PM 2:48

**Present:** Herb Ellison, Robert Keating, Jill Mathieu, Christine LeFort, Robert Berg, Lee Parker, Amanda Viana

**Absent:** Brian Stalters, Andrea Sullivan, Lisa Daly-Boockoff, Patricia Binegar

**Clerk's Report:** The Clerk's Report was read. Robert Berg made a motion to accept the report, seconded by Robert Keating. The vote is as follows: Herb Ellison, yes; Robert Keating, yes; Jill Mathieu, yes; Christine LeFort, yes; Robert Berg, yes. Motion carried, approved.

**Treasurer's Report:** The Treasurer's Report was read and discussed. Bank of America contacted Robert Berg and spoke in reference to the Trust and would we like to meet in person for the January 9, 2023 meeting. Herb Ellison made a motion to accept the report, seconded by Christine LeFort. The vote is as follows: Herb Ellison, yes; Robert Keating, yes; Jill Mathieu, yes; Christine LeFort, yes; Robert Berg, yes. Motion carried, approved.

**Park:** Four memorial bricks will be installed in the park in the spring. To date there are 623 memorial bricks in the park. The style of trash cans is being looked into. Landmarc was contacted regarding the covering of the Paw Path when doing park cleanup. Tyler came again and cleaned the area. Brian and Lee spoke with John Leal regarding the camera and light in the gazebo. He was asked about brighter lights and additional cameras for emergency exits, park and parking lot. He recommended using the same company we use for our existing exterior security cameras. Robert Berg made a motion to approve the gazebo lights, will check with Brian on the cost, seconded by Herb Ellison. The vote is as follows: Herb Ellison, yes; Robert Keating, yes; Jill Mathieu, yes; Christine LeFort, yes; Robert Berg, yes. Motion carried, approved.

Robert Berg made a motion to approve up to \$5,000 for additional cameras, seconded by Robert Keating. The vote is as follows: Herb Ellison, yes; Robert Keating, yes; Jill Mathieu, yes; Christine LeFort, yes; Robert Berg, yes. Motion carried, approved.

**Building:** Norton Fire Chief Robbins dropped off the trauma kit, Brian will install. John Leal came and installed the roof heating coils. A switch is in the garage to be used to turn on the coils when snow is expected. ADT alarms began triggering again. The copier/printer stopped working and Kyocera was contacted. The recycling bins were not picked up again this month, Amanda called and was told they were escalating the schedule but it took many days for them to come. (See Director's Report).

**Director & Youth Services Monthly Report:** The Friends had an incredible November, raising over \$5,000 from the basket raffles, fall book sale and memberships. The approved the purchase of an AED for the library with the donations made in Memory of Joan Casper. The AED and plaque have been ordered. There were 362 participants in the adult programs. The Crafts to Go Quillie Wreath sponsored by the Norton Cultural Council and NICE classes and free public lectures rounded out the month. Sarah E. created all of November social media for adult events and published all of the adult press for the month. With Amanda's help, she also finished making the NPL shelf markers and hung them in the stacks. Nicole, our new cataloger, settled in nicely and has done a great job cataloging and training. Sarah D. has been assisting in technical services while Mel is out. Amanda worked on Media Center grants for

new Chromebooks and hotspots and continues to prepare for Notary Service offerings. (See Director's Report).

Leah received a great number of requests regarding community opportunities. They took webinars featuring teen volunteering and also homeschooling for parents and students. A connection with Wheaton College brought Professor Sara Donaldson and her education class in and Leah helped to build nonfiction titles around building inclusive lesson plans. Students from Professor Wesley Jacques's Race & Ethnicity in Children's Literature class reached out to interview Leah for their assignments.

Karen Spellman from Early Head Start arranged a field trip to the children's room for a socialization group of preschoolers and their families to explore the library, playtime and a small circle time. A wonderful time was had by all, and they would like to return again on a regular basis. (See Youth Services Report).

**Correspondence:** FY24 State Aid Applications and Awards Accommodation from Uechi Ng (MBLC) regarding State Aid award which will be voted on at their January meeting.

**Old Business:**

**New Business:** N/A

**Bills:** Herb Ellison made a motion to pay the bills, seconded by Robert Keating. The vote is as follows: Herb Ellison, yes; Robert Keating, yes; Jill Mathieu, yes; Christine LeFort, yes; Robert Berg, yes. Motion carried, approved.

**Next Meeting:** Tuesday, January 9, 2023 at 6pm

**Adjourned:** Christine LeFort made a motion to adjourn the meeting, seconded by Herb Ellison. The vote is as follows: Herb Ellison, yes; Robert Keating, yes; Jill Mathieu, yes; Christine LeFort, yes; Robert Berg, yes. Motion carried, approved.

Adjourned 7:28pm

**List of Documents used at the meeting:**

Clerk's Report

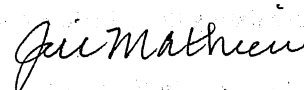
Treasurer's Report

Directors & Youth Services Reports

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President