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NORTON TOWN CLERK

2024 MAR 26 PM 3:05

**Norton Public Library
Meeting of the Board of Trustees
Via
In Person & Remote Participation
Tuesday, February 20, 2024
6:06 PM**

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

Absent: Herb Ellison

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

Treasurer's Report: The Treasurer's Report was read and discussed. Robert Berg recommended that \$65,000 which is the required drawdown from the Trust be taken soon. Brian Stalters made a motion to accept the recommendation, seconded by Lisa Daly-Boockoff. The vote is as follows: Robert Berg, yes; Christine LeFort, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes; Patricia Binegar, yes; Brian Stalters, yes; Andrea Sullivan, yes; Robert Keating, yes. Motion approved.

Jill Mathieu made a motion to accept the report, seconded by Brian Stalters, the vote is as follows: Robert Berg, yes; Christine LeFort, yes; Jill Mathieu, yes; Lisa Daly-Boockoff, yes; Patricia Binegar, yes; Brian Stalters, yes; Andrea Sullivan, yes; Robert Keating, yes. Motion approved.

Building: ADT called, the part for the alarm came in and would be installed. Communication failures happened the next day, technicians came out to fix the fault zones. Later in January more failure calls came in, there appeared to be phone line issues, quote would be provided to rectify situation. Matt Pion from H.E.L.P. Electronic Security Solutions came to view our security camera situation and worked up a quote which came under the approved amount from the Board for 4 new cameras. Scheduled installations were for February. Highway Dept. was contacted regarding snow removal and requested a contact if they had one for snow removal on the roof. Jared from the dept. checked on a roofing contract. Terrence turned on the new roof heating coils which did stop the ice dams and melted the snow. The snow was minimal for that storm. Janice Green of Sedgwick called to discuss the water damage to the Community Room from the December windstorm. Rustic Fire rescheduled the sprinkler repairs. Leal Electric came to change the timers on the exterior lights to remain on all night and installed 3 new high output fixtures in the back of the building. (see Director's Report for more information)

Director & Youth Services Monthly Report: January saw an uptick in activity from program attendance which doubled, to an 83% increase in new cardholders. There were 5,178 visitors, up from 25% in the previous month. Adult programs featured the return of the popular Great Decisions, a lecture from local historian, Ed Hands, about the famous architect H.H. Richardson, and growing attendance in the book groups. The Community Room was in constant use and provided space for the Police Dept, Fire Dept. training classes and Planning Board open meetings. The Cable Grant was approved so hotspots and Chromebooks will be ordered. Quite a bit of time was spent on building and equipment issues, collection maintenance, and continuing to add and develop new offerings such as the future Library of Things and learning how to place holds on the items along with training staff to assist patrons. Sarah E. has been busy with social media outreach, planning and creating displays, flyers, etc.

Nicole and Sarah D. have been busy keeping the new books coming. Melanie retired at the end of January which opened a position in the technical services dept. which needs to be filled. (see Director's Report)

Leah saw an attendance increase in youth programs in January, which included not only preschool programs but an uptick in teen interest for offerings for that age group as well. Norton Cultural Council responded to Leah's youth-oriented grant applications for which they wrote letters of support. NCC is funding a science program from the Easton Children's Museum as well as providing funds for two teen painting classes and CFCE's Brain Builders event. They worked on advertising for the Wheaton College creative writing students' United in Poetry. They did their second outreach visit to LGN elementary school kindergarten classes to a ukulele singalong related to the 100th day of school. The Early Head Start socialization group that Leah is in touch with used the community room for their activities for the kids and their grownups that are living in hotels with little transportation. They are thrilled to enjoy the library. (see Youth Services Report).

Correspondence: MBLC sent material regarding the FY2025 Massachusetts Legislative Breakfast that will be held in Westport.

Janice Green, Adjuster from Sedgwick sent communication in regards to our insurance claim for property damage.

Thank You card received from staff in appreciation to the Board.

Old Business: FY25 Budget Request given to Town was discussed

New Business:

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

Next Meeting: Tuesday, March 12, 2024 at 6:00pm

Adjourned: 7:03pm

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