

Norfolk Public Library

TOWN CLERK
NORFOLK

Board of Library Trustees

2015 JUL 22 PM 4: 03

January 21, 2015

A regular meeting of the Norfolk Library Board of Trustees was held on January 21, 2015 at the Norfolk Public Library. In attendance were the following trustees: Kumkum Pareek Malik, Kenneth Nelson, and Glenn Hill and Library Director Robin Glasser. Ms. Malik called the meeting to order at 6:20p.m.

Approval of Minutes

The minutes of the December 17, 2014 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Director Glasser reported that the RIFD/inventory project was finally completed. There was a total of 93 items missing; recent inventories have had a baseline material loss in the low 90's.

Director Glasser reported that the library has initiated a new program, "Exam Study Night." The program operated on January 20th and will resume on the 22nd. There were 14 students and 3 staff members who participated and the program was well received.

Friends Report

Bridget Irish presented the Friends report. She reported that the Friends annual envelope "stuffing party" will be held on January 25th. This direct mail appeal for new memberships and membership renewals is one of the two major fundraisers of the Friends.

Planning for the April, 2015 book sale is continuing.

Lastly, Ms. Irish reported that the Friends have acknowledged the service of both volunteers and library staff in the RIFD/inventory project.

Policy Reviews

Mr. Hill provided drafts of the Governance and Incident report policies. These policies will be reviewed at the meeting in February.

New Business

The Board voted 3-0 for an expenditure of \$14K from the Kunde Trust to partially defray the costs of the RIFD/inventory project.

Director Glasser reported that she has been asked to prepare a level services and "modest expansion" (costs of technical supplies, postage would most likely be included in any expansion) budget for FY 16. In relation to the FY 16 budget, Director Glasser suggested that the library hours be changed. She proposed that the library be closed on Sundays from September to January (in addition to the months that it is already closed) and the savings generated by this closure be directed at opening the library on Mondays at 10 AM (it currently opens at 2 PM). Further discussion of this suggestion will continue at subsequent meetings.

A letter from the Trustees to our representatives in the General Court in support of MBLC funding initiatives in FY 16 was finalized and the trustees will be signing it once the final revisions in the letter have been completed.

Next Meeting

The next meeting of the Trustees shall be held on February 18, 2015 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 7:00 PM.

True copy respectfully submitted, Kenneth Nelson, Clerk.

Kenneth W. Nelson
2/18/15