

**Norfolk Public Library**

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**Board of Library Trustees**

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**March 18, 2015**

A regular meeting of the Norfolk Library Board of Trustees was held on March 18, 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 and Friends Co-President Bridget Irish. Dr. Malik called the meeting to order at 6:20 p.m.

**Approval of Minutes**

The minutes of the February 18, 2015 meeting were approved.

**Public Comment**

There was no public comment.

**Director's Report**

Director Glasser reported that library operations were hampered during February by the adverse weather. The library was closed for a total of 6 days due to weather and the building had 3 roof leaks.

**Friends Report**

Bridget Irish presented the Friends report. She reported that "things were on track" for the annual book and bake sale scheduled for April.

**Old Business**

The Incident Report policy was reviewed and minor revisions were recommended.

**New Business**

The Safety/Security Procedures and Tutoring Policies were reviewed.

The hiring process for the next Director was discussed. The Board determined that the posting for the position would be released in mid-July; CV's would be screened in August; and interviews would be conducted during the week of September 7<sup>th</sup>. The interview panel would consist of the Trustees, the incumbent Director, and community stakeholders, such as a Friends representative. Further discussion about this matter will be discussed at the next Trustees meeting in April. To help prepare for these discussions, Director Glasser said that she would send the Trustees a copy of the current Director's job description.

**Next Meeting**

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

**Adjournment**

The meeting adjourned at 7:30 PM.

True copy respectfully submitted, Kenneth Nelson, Clerk.

*Kenneth W. Nelson 4/15/15*