

Norfolk Public Library
Board of Library Trustees

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November 18, 2015

A regular meeting of the Norfolk Public Library Board of Trustees was held on November 18, 2015 at the Norfolk Public Library. In attendance were the following trustees: Glenn Hill, Kumkum Pareek Malik, and Kenneth Nelson, Acting Library Director Sarina Bluhm, John Spinney, and Friends member Barbara Byron. Kenneth Nelson called the meeting to order at 6:16 pm.

Approval of Minutes

The minutes of the October 21, 2015 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Acting Director Bluhm reported the transition following Director Glasser's retirement has gone well. It was further reported the library website requires re-design to be more friendly to mobile devices, and to achieve needed standardization. John Spinney reported the website design changes need to be made sooner rather than later, and that costs will be incurred for a web designer. John added that a Request for Proposals would be a good idea, even if going out to bid is not required. John agreed to get cost examples from other libraries. In the interim, John has made improvements to the existing library website.

Sarina Bluhm noted that the state has reduced funding to the Board of Library Commissioners by 28% for the next fiscal year, and that as a result, the assessment from SAILS will be increased by 4%.

Friends Report

Barbara Byron reported that the October Friends meeting was one of the shortest on record. The Friends are continuing to work on Robin Glasser's retirement reception to be held at the Library on Saturday, November 21, from 6pm to 9pm. Barbara further reported the Friends are working on a project to ship books found not suitable for the book sale, to an orphanage in Zambia.

Old Business

The Electronic Services Policy was approved by a unanimous vote.

Glenn Hill reported that a new portable PC projector with HDMI interface will cost \$742. Acting Director Bluhm will work on a funding strategy.

New Business

The "About the Board of Library Trustees 1-Pager", and the Meeting Room Use for Non-Library Sponsored Events Policy will be emailed for annual review.

Sarina Bluhm reported the library is not adhering to the Meeting Room Use Policy, by allowing use of library facilities to sell tickets to community events. It was determined that use of library facilities for the sale of tickets to community events is consistent with the mission of the library, and therefore, language changes are needed in the Meeting Room Use Policy. Sarina agreed to make language change recommendations at the December meeting.

There was a discussion regarding a request from the Lions to place a plaque in the library, acknowledging their community sponsors. After consideration, it was determined that such an installation would imply Library endorsement of sponsors. The Trustees voted unanimously to deny the request.

Next Meeting

The next meeting of the Trustees shall be held on December 16, 2015 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:51 pm.



True copy respectfully submitted, Glenn Hill, Clerk.