Norfolk Public Library

Board of Library Trustees

September 28, 2016

A regular meeting of the Norfolk Public Library Board of Trustees was held on September 28, 2016 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, and Acting Library Director Sarina Bluhm. Kenneth Nelson called the meeting to order at 6:15 pm.

Approval of Minutes

The minutes of the June 22, 2016 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported that Courtney Allen has left, and new circulation employee Elaine Burke was hired. Tamara Dalton is taking over Courtney's time in technology. Sarah Ward is applying to the Simmons College Masters in Library Science program.

A study of Library humidity levels over the summer revealed a relative humidity of 83%, which is outside the recommended range for library materials. The town's new Facilities manager was consulted. He reported that a solution to the problem would be costly, and that he will look into it.

Efforts are underway to seek a new design for the Library webpage. An RFP will be prepared.

The Friends are discussing a town-wide mailing of a Library informational brochure. It was determined that a two-sided card mailing would fit nicely with the debut of the new Library webpage.

It was reported that the Library does not circulate museum passes to non-residents, and that an opportunity exists to change this policy. It was agreed the Friends will be consulted, and a final decision will be made by the Trustees.

Friends Report

Sarina requested budget for adult programs.

Old Business

The circulation period the the MiFi wireless hot spots will be reduced from 28 to 14 days. The Bakeware collection has been added. Both changes will be reflected in the Borrowing and Scope of Service Policies.

New Business

Glenn Hill recommended, and the Board agreed, that the Borrowing Policy will stand on it's own as a policy PDF file, along with all other Library policies.

The Scope of Service Policy was discussed with respect to changes for E-reader fines.

Next Meeting

The next meeting of the Trustees shall be held on October 26, 2016 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:45 pm.

True copy respectfully submitted, Glenn Hill, Clerk