

Norfolk Public Library

Board of Library Trustees

December 21, 2016

A regular meeting of the Norfolk Public Library Board of Trustees was held on December 21, 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 November 16, 2016 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported that two companies (Sterling, and Bartlett) have been consulted with respect to redesign of the Library website. Although \$10k is budgeted for the project, the actual cost is expected to be closer to \$12k. Sterling features a 12 month maintenance contract, while Bartlett charges per hour.

It is further reported that budget preparation is underway. No guidance has yet been received from Town Hall with respect to budget type (level service or level funding).

Friends Report

Ken Nelson reported the Friends financials are said to be in good order. A patron privacy discussion was held. The Friends are now working on the annual membership drive.

Old Business

The "About the Board of Library Trustees" 1-Pager, and the Meeting Room Use for Non-Library Sponsored Events Policy, were accepted with changes.

New Business

A discussion was held with respect to privacy of patron list. It was voted 3-0 to amend the Scope of Service Policy to reflect recent guidance received from MBLC.

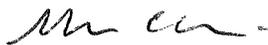
A draft Privacy Policy was distributed for review. A draft Exhibition Policy was distributed for review.

Next Meeting

The next meeting of the Trustees shall be held on January 18, 2016 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:50 pm.



True copy respectfully submitted, Glenn Hill, Clerk