

## **Norfolk Public Library**

### **Board of Library Trustees**

**January 18, 2017**

A regular meeting of the Norfolk Public Library Board of Trustees was held on January 18, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, Acting Library Director Sarina Bluhm, Reference Librarian John Spinney, Friends member Emily Nicodemus, and member of the public Jennifer Wynn. Kenneth Nelson called the meeting to order at 6:11pm

#### **Approval of Minutes**

The minutes of the December 21, 2016 meeting were approved.

#### **Public Comment**

Jennifer Wynn commented that she feels her meeting group was singled out for enforcement of the meeting room use frequency and public access requirements of the NPL Meeting Room Use Policy. She recommended the NPL Meeting Room Use Policy should be more reflective of the policies of the Millis and Medfield Public Libraries, and asked the Board to amend the NPL Meeting Room Use Policy.

Kenneth Nelson commented that one solution could include appropriate restrictions during peak hours, but the Acting Director could waive restrictions during non-peak hours. He added that language in the Meeting Room Use Policy needs to be tightened up.

Acting Director Bluhm explained that her line of questioning about Ms. Wynn's proposed meetings was due to the fact the meeting was to be scheduled as a weekly event.

Glenn Hill reported that of 18 SAILS member libraries that have meeting room use policies, 11 require that all meeting be open to the public. He further reported that of 19 libraries randomly selected in eastern Massachusetts, 14 require that all meetings be open to the public.

Kenneth Nelson and Kumkum Pareek Malik stated there may be a role for private meetings.

Ms. Wynn asked that meeting room use rules be the same for all groups.

Acting Director Blum added that Ms. Wynn's group is not the only group to be called regarding the nature of proposed meetings.

Ms. Wynn asked that exclusions be put in place to address overbookings. She stated concerns around a woman in her meeting talking about personal "stuff", or a visitor engaging in physical activity that may injure them. She said she did not want to be sued. She concluded by saying she was not expecting answers to her concern within the confines of the meeting at hand.

## **Director's Report**

Sarina Bluhm reported the town requested a FY18 level service budget with a 4% increase, and that \$20,000 was removed from the budget as excess related to former Director Glasser's retirement.

Sarina Bluhm and John Spinney reported they had meet with Bartlett Interactive with respect to redesign of the Library webpage, and were impressed. \$10-12k is the estimated cost of the project. It was reported that support from Bartlett is on an hourly rate, which is expected to be less expensive than an ongoing maintenance agreement which is required from vendor Sterling. John and Sarina will speak with libraries that have used the two proposed vendors.

A mobile device charging station for the library was discussed. Since this device would require local advertising, it was determined this opportunity would not be pursued.

## **Friends Report**

Emily Nicodemus reported the envelope stuffing party is scheduled for January 22 from 10am to 2pm. It was further reported that 500 boxes were picked up and stored.

## **Old Business**

The legislative letters to Rep. Dooley and Sen. Ross were approved as written. The clerk will print and send the letters.

The Privacy and Exhibition Policies were tabled until the February meeting.

## **New Business**

The clerk responded to the MBLC Strategic Planning Survey.

Kenneth Nelson stated the use of a peak/non-peak meeting frequency restrictions is reasonable. Sarina Bluhm was asked to research and recommend to the board, a system of peak/non-peak hours for meeting room use.

Kenneth Nelson stated that policy language around invitation-only meetings needs to be sharpened. He agreed to draft language relative to public access to programs held in the library. Sarina Bluhm commented that Girl Scouts meetings are open to the public.

Kenneth Nelson suggested that policy development efforts be directed so as to be more reflective of actual library practice, and further suggested that an explicit statement that all meetings must be open to the public appear on the meeting room reservation form. He further suggested the library continue current practices pending any future policy revision.

The Governance Policy and Incident Report will be emailed for annual review.

**Next Meeting**

The next meeting of the Trustees shall be held on February 15, 2017 at 6:15 PM in the Norfolk Public Library.

**Adjournment**

The meeting adjourned at 7:35 pm.

A handwritten signature in blue ink, appearing to read "Glenn Hill".

True copy respectfully submitted, Glenn Hill, Clerk