

Norfolk Public Library
Board of Library Trustees

February 15, 2017

A regular meeting of the Norfolk Public Library Board of Trustees was held on February 15, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, and Acting Library Director Sarina Bluhm. Kenneth Nelson called the meeting to order at 6:15 pm

Approval of Minutes

The minutes of the January 18, 2017 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported completion of the Annual Report. Copies were distributed to each Trustee. A third carbon monoxide detector has been installed in the back hall. This follows a recent incident where carbon monoxide was present in the building, but no alarm could be heard in the occupied part of the library.

Sterling was selected for the library webpage re-design. An agreement will be signed shortly, and the new website is expected to be rolled out in August.

Assabet Interactive has been chosen as the new provider for the meeting room calendar and scheduling application.

The Sails Showcase will be held on March 15, 2017. Sarina Bluhm, Marissa Antosh, John Spinney and Sarah Ward will attend. It was noted that many new ideas came from the 2016 showcase, such as Marquee Movies and the cake pan collection.

The Friends agreed to purchase a new refrigerator for the public kitchenette.

Friends Report

Glenn Hill reported the Friends are reviewing plans and assigning tasks for the 2017 Book and Bake sale.

Old Business

Legislative letters to Rep. Dooley and Sen. Ross were sent.

The Meeting Room Use policy was approved with changes.

The draft Privacy policy was reviewed. Glenn Hill will make additional changes and email a new draft for discussion at the March meeting.

The draft Exhibition policy was reviewed. Glenn Hill will make additional changes and email a new draft for discussion at the March meeting.

The Governance Policy was reviewed and approved.

The Incident Report was reviewed and approved.

New Business

The Collection Development Policy will be emailed for annual review at the March meeting.

Next Meeting

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

Adjournment

The meeting adjourned at 6:46 pm.



True copy respectfully submitted, Glenn Hill, Clerk