

Norfolk Public Library
Board of Library Trustees

April 19, 2017

A regular meeting of the Norfolk Public Library Board of Trustees was held on April 19, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, patron Robin Glasser, and Acting Library Director Sarina Bluhm. Kenneth Nelson called the meeting to order at 6:16 pm

Approval of Minutes

The minutes of the March 15, 2017 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported the website revision period closes on April 24, with an expected launch date of May 15. Library staff will be able to perform revisions to the website in the normal course of work.

Preparation for summer reading programs has begun.

Sarina Bluhm received an inquiry regarding fundraising activities on library premises. It was determined that except as provided in the Safety and Security Policy, fundraising activities are not permitted on Library premises. The Safety and Security Policy will be revised to further clarify this point.

A discussion was held regarding solicitations of signatures in the library. The trustees voted 3-0 to approve new language in the Safety and Security Policy that sets forth rules for this activity in the library.

It was noted that Town Meeting is on Tuesday, May 9, 2017.

It was reported the town Facility Manager is not "budgeted" to cover the cost of heating and cooling utilities consumed by meetings held outside normal library opening hours. The town facility manager suggested the library charge a fee to defray these costs. It was determined the Trustees will not impose such a fee. Sarina Bluhm will confer this determination to the town Facility Manager. It was noted that to date, no environmental comfort complaints have been received. It was further determined that for the time being, no further action will be taken by the library or the Trustees with respect to this issue.

Sarina Bluhm reported that state budget amendments for library funding are pending.

Friends Report

Robin Glasser reported the Friends are ready for the 2017 Book and Bake Sale. Robin Glasser will be in charge of money and credit card machines. Roughly 30,000 items are for sale this year. The Friends of the Library annual meeting will take place in June. It was further reported that Andrea Langhauser will be moving, and that membership duties formerly undertaken by her will be assumed by Robin Glasser.

Old Business

The Collection Development Policy was reviewed and approved.

The Safety/Security Procedures were reviewed and approved. Sarina Bluhm will contact the Fire Department to arrange staff training on how to use the Automatic External Defibrillator (AED).

The Tutoring Policy was reviewed and approved with changes.

New Business

The Scope of Service Policy, Policy Practices, and Application to Access Surveillance Images will be emailed for annual review at the May meeting.

Sarina Bluhm reported the Mission Statement will be updated, and that a new Strategic Plan will be prepared.

Glenn Hill reported the Norfolk Baseball Scholarship essays were received. The clerk will scan and email the essays to the Trustees for review.

Next Meeting

The next meeting of the Trustees shall be held on May 17, 2017 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:56 pm.



True copy respectfully submitted, Glenn Hill, Clerk