

## **Norfolk Public Library**

### **Board of Library Trustees**

**May 17, 2017**

A regular meeting of the Norfolk Public Library Board of Trustees was held on May 17, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, Acting Library Director Sarina Bluhm, and Friends member Barbara Byron. Kenneth Nelson called the meeting to order at 6:12pm.

#### **Approval of Minutes**

The minutes of the April 19, 2017 meeting were approved.

#### **Public Comment**

There was no public comment.

#### **Director's Report**

Sarina Bluhm reported content for the new website is complete, and the site is ready for launch. WP Engine will be the hosting resource. Discussions regarding a maintenance contract are ongoing. Training is complete, and the site is expected to go live on Friday or Monday.

The Volunteer Lunch and AED training will take place on June 5. Opening will be delayed until 2pm on that day. The scope of the Volunteer Lunch has been expanded to include Friends members.

Due to low utilization of materials, the library will not re-apply for the ECRC grant. ECRC materials will be relocated to another library.

The SAILS Showcase was held in late April. A color scanner and printer will be ordered for patron use. A craft program will be added.

The SAILS membership meeting took place. Grants for preserving historical materials were discussed. It is anticipated that E-Books will be handled in the future like all other materials. No budget impact is anticipated.

Sarina will be on vacation for the last 3 weeks of June. John Spinney will be in-charge during this period, and he will attend the June Trustee meeting.

#### **Friends Report**

Barbara Byron reported the Book sale raised \$18,000, and the Bake sale raised \$931. The new Friends board was announced. Discussion is ongoing around extending the Book and Bale Sale until Sunday. It was noted that parking was an issue during the book sale.

### **Old Business**

The Norfolk Baseball scholarship essays were read and returned to Norfolk Baseball.

The Scope of Service Policy and Policy Practices were approved with changes. The Application to Access Surveillance Images was approved.

### **New Business**

Election of Officers was held. Kumum Pareek Malik will serve as the new Chairperson. Glenn Hill will continue to serve as Clerk.

Following an inquiry from a Norfolk resident, the Board agreed it would be appropriate for the library to host a sign announcing the annual town election.

A new mission statement was endorsed, and will be posted on the new website. The mission statement will also be carried through to applicable library policies.

The need for a vision statement was discussed.

The Safety and Security Policy will be emailed for annual review.

### **Next Meeting**

The next meeting of the Trustees shall be held on June 21, 2017 at 6:15 PM in the Norfolk Public Library.

### **Adjournment**

The meeting adjourned at 6:49pm.



True copy respectfully submitted, Glenn Hill, Clerk