

Norfolk Public Library
Board of Library Trustees

June 21, 2017

A regular meeting of the Norfolk Public Library Board of Trustees was held on June 21, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, Library Staff Member John Spinney, and Friends member Emily Nicodemus. Kumkum Pareek Malik called the meeting to order at 6:15pm.

Approval of Minutes

The minutes of the May 17, 2017 meeting were approved.

Public Comment

There was no public comment.

Director's Report

John Spinney reported the security system has been serviced by Safety Signal. The system remains to be connected to the Police station. Parts are on order to complete planned work.

It was reported that a patron feels the overdue material notification and fine process is "draconian". It was determined the overdue material notification and fine process is appropriate.

There has been abuse of borrowing privileges for the wireless hot spots, where patrons have been returning the devices late, and failing to notify the library of cancelled reservations. The borrowing policy will be modified to include higher overdue fines, a 30-day borrowing lockout period for failure to return a device on time, and penalties for failure to notify the library of a cancelled reservation. Patrons will be given a copy of the form they sign to checkout a wireless hot spot. The form will include the relevant borrowing policy language.

Friends Report

Emily Nicodemus reported that officers were elected. The 2018 Book and Bake Sale will be held on April 20 and 21. Sunday sale hours are under consideration.

The Friends have purchased two new museum passes.

The Friends were approached by private book sellers who requested to use the Friends book scanner in the library to price and sell books otherwise intended for the annual Book Sale. It was determined this practice would constitute private use of public resources, and therefore would not be allowed. It was further determined the Friends are free to undertake this process themselves.

Old Business

The Safety and Security Policy was reviewed and approved with changes.

New Business

The Borrowing Policy and Privacy Policy will be emailed for annual review at the September meeting.

Next Meeting

The next meeting of the Trustees shall be held on September 20, 2017 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:46pm.



True copy respectfully submitted, Glenn Hill, Clerk