

## **Norfolk Public Library**

### **Board of Library Trustees**

**October 18, 2017**

A regular meeting of the Norfolk Public Library Board of Trustees was held on October 18, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, and Acting Director Sarina Bluhm. Kenneth Nelson called the meeting to order at 6:16 pm.

#### **Approval of Minutes**

The minutes of the September 20, 2017 meeting were approved.

#### **Public Comment**

There was no public comment.

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

Sarina Bluhm reported that Tamara Williams Dalton has picked up six hours on her working schedule, and is now classified as permanent part-time. Kathy Astley's working schedule is down to 24 hours weekly. Kathy is preparing for retirement in 2018.

Statistics for the new website were presented. Sarina will create a trending chart for use in periodic review.

A handout from the SAILS Library Network was presented, citing five performance measures.

The annual assessment from the SAILS Library Network is expected soon, and is expected to reflect a 2% increase over the prior year's assessment.

E-book and E-audio borrowing trial involving the Minuteman and Old Colony Library networks is expected to start soon.

It was noted the "Libby" application is not able to reach across library networks for borrowing, and that Overdrive must still be used for this purpose.

Some SAILS libraries are reporting problems with questionable service animals. It was noted that NPL policy speaks to use of service animals in the library. It was also noted that NPL has not experienced any problems with respect to service animals.

Some SAILS libraries are experiencing incidents involving poor bodily hygiene. SAILS recommends that in such cases, library staff attempt to refer these patrons to organizations that might be equipped to help. It was noted that NPL had one incident involving poor hygiene. This incident was successfully addressed.

### **Friends Report**

Glenn Hill reported the Friends discussed the financial reports, and elected officers. The source(s) for the annual membership mailing list were discussed.

### **Old Business**

The Electronic Services Policy was reviewed. It was determined the policy needs additional work. Glenn Hill will present amended policy language at the December meeting.

The No-Show policy was approved.

The Exhibition Policy was reviewed with respect to placement of prices on artwork. It was determined that prices may be posted on artwork during a six-month trial period. The trial period ends in April 2018. The clerk will record an action item to revisit the policy at the April Trustee meeting.

### **New Business**

The About the Board of Library Trustees 1-Pager and Meeting Room Use for Non-Library Sponsored Events Policy, will be emailed for annual review at the November meeting.

### **Next Meeting**

The next meeting of the Trustees shall be held on December 13, 2017 at 6:15 PM in the Norfolk Public Library.

### **Adjournment**

The meeting adjourned at 6:49 pm.



True copy respectfully submitted, Glenn Hill, Clerk