

Norfolk Public Library
Board of Library Trustees

December 13, 2017

A regular meeting of the Norfolk Public Library Board of Trustees was held on December 13, 2017 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, Acting Director Sarina Bluhm, and Friends member Emily Nicodemus. Kenneth Nelson called the meeting to order at 6:15 pm.

Approval of Minutes

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

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm presented the Board with a letter announcing her intent to retire, effective November 1, 2018. She recommended the MBLC would assist with guidance around the posting and search process. Sarina will inquire of the town HR Director to determine any special requirements that may apply to filling the position.

It was recommended the Strategic Plan reflect the vision of the new Director.

The Norfolk Lions Club has purchased a Harvard Museums pass, which features access to multiple Harvard-sponsored museums.

The Friends of the Library handed over a checkbook to Sarina, for use in disbursing grant money provided by the Friends.

State certification for fiscal year 2018 has been received.

The boilers will be repaired, with no disruption to library operations.

The Early Childhood Resource Center collection (known as ECRC) will be dispersed among three other libraries. In preparation, the Norfolk Public Library will select certain items to be retained and added to the permanent collection.

Portions of the collection will be moved to accommodate staff and patron needs. A space consultant may be hired to inform this process.

The January-March 2018 adult program brochure was distributed to the Board.

Friends Report

Emily Nicodemus reported that Ellie Royston will take over membership tasks. The Friends are seeking a new treasurer. A checkbook was provided to Sarin Bluhm, for use in paying for incidental expenses. The membership drive stuffing party is scheduled for January 21, 2018 from 10:00 am until 2:00 pm. The mailing will go town-wide, to all residents. The Book and Bake Sale is scheduled for April 20 and 21, 2018. The Friends website will now feature recommendations from "Goodreads".

Old Business

The About the Board of Library Trustees 1-Pager was approved.

The Meeting Room Use for Non-Library Sponsored Events Policy was approved with changes.

New Business

The Exhibition Policy, Governance Policy and Incident Report will be emailed for annual review at the January meeting.

Language regarding handling of art exhibits was added to the Meeting Room Use Policy.

Next Meeting

The next meeting of the Trustees shall be held on January 24, 2018 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:47 pm.



True copy respectfully submitted, Glenn Hill, Clerk