

Norfolk Public Library
Board of Library Trustees

January 24, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on January 24, 2018 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 December 13, 2017 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported the annual budget is being prepared. The town requested a level service budget, and has also requested ideas to address a possible 3 to 5 percent reduction in funding. Restructuring is anticipated. As part of restructuring, it is anticipated that Sarah Ward, currently working as a Youth Services librarian, will be promoted to Associate Library Director/Public Relations Coordinator. Kathy Astley will retire in November, 2018. Sarina will adjust the budget before presentation to the town, and will develop ideas to address a possible reduction in funding.

The town has developed new Performance Appraisal forms. It was noted that performance appraisals should be completed on an annual basis, and that the Trustees are responsible to complete a performance appraisal for the Library Director.

A library employee covered by a collective bargaining agreement has filed a grievance with respect to vacation pay. It is anticipated this issue will be adjudicated through the collective bargaining process.

Friends Report

Glenn Hill reported the Friends are undertaking planning for the 2018 Book and Bake Sale. The annual membership mailing stuffing party was held on Sunday, January 21.

Old Business

The Exhibition Policy was approved with changes.
The Governance Policy was approved with changes.
The Incident Report was reviewed and approved.

New Business

The Collection Development Policy will be emailed for annual review at the February meeting.

Next Meeting

The next meeting of the Trustees shall be held on February 21, 2018 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:52 pm.

A handwritten signature in cursive script, appearing to read "Glenn Hill".

True copy respectfully submitted, Glenn Hill, Clerk