

Norfolk Public Library
Board of Library Trustees

February 21, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on February 21, 2018 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Kumkum Pareek Malik, and Acting Director Sarina Bluhm. Kumkum Pareek Malik called the meeting to order at 6:14pm.

Approval of Minutes

The minutes of the January 24, 2018 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported the Friends of the Library have agreed to fund a pilot program offering the "Hoopla" application, which is a streaming service offering various types of electronic content, such as music, television programs, and e-books. The application will be available for download from the Library website. A library card is required for signup.

Sarina presented a copy of the Annual Report, which will be signed and posted to the Library website.

Sarina will meet with Todd Lindmark, regarding the library budget. A 4% level service budget was prepared. The town also requested a budget with a 3 to 5% reduction in funding.

Sarah Ward has requested tuition reimbursement of \$7325. Funding for this request will come from the LIG/MEG budget line.

It was reported that empty wine and "nip" bottles have been found in the restrooms. There appears to be no connection to a specific library event. The Board concluded that in the absence of further information, the issue is not actionable.

Friends Report

Kenneth Nelson reported the Friends observed the 2018 membership mailing party to be smooth and efficient. Sarina Bluhm and John Spinney made a presentation regarding the Hoopla streaming application. It was announced that canvas bags will be made available at the Book Sale.

Old Business

The Collection Development Policy was approved with changes.

New Business

The Safety/Security Procedures and Tutoring Policy will be emailed for annual review at the March meeting.

Glenn Hill presented the following draft materials with respect to the new Director search process: Job Description, Contract, Activity Timeline/To-Do List, and Interview Rating Sheet. The Board agreed to take up the activity timeline and to-do list at the March meeting.

In a unanimous vote, the starting salary for the new Director was fixed at Grade 11, Step 10.

Next Meeting

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

Adjournment

The meeting adjourned at 7:10 pm.



True copy respectfully submitted, Glenn Hill, Clerk