

Norfolk Public Library
Board of Library Trustees

March 28, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on March 28, 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 February 21, 2018 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported that employee evaluations are completed except for Matt's. Goals for the coming year have been established. Sarina is working with the Town HR Director and the union about creating a new position for Carolyn Iacoviello (Circulation Supervisor). A grade change is anticipated.

Work has started on a "stuffbrary", which is the lending of "things", such as certain items of equipment, currently anticipated to include an instant pot and a sous vide cooking instrument. A waiver of liability is required to be developed. Kumkum Malik commented that the waiver must include language around the library not being responsible for manufacturer defects. Glenn Hill will present a draft agreement at the next meeting.

Sarah Ward will be reimbursed \$6642 for tuition. These funds will come from the LIG/MEG account.

Friends Report

Ken Nelson recited the February trustee meeting minutes to the Friends.

Old Business

The Safety/Security Procedures and Tutoring Policy were approved, pending updates on the contacts section name and phones numbers from Sarina. It was further determined that a hardcopy of the Safety and Security Procedures would be given to each library employee, and that binders with the Procedures would be placed at selected locations in the library.

With respect to the Director Search, Glenn Hill will revise and re-send the Job Description. The contract was approved by a 3-0 vote. Ken Nelson will draft a community description. The activity timeline was updated. A draft version of the primary and final interview teams was established. The name of a patron to be added to the primary interview team will be determined at a later date. The composition of the selection committee will be determined at a later date.

New Business

The Scope of Service Policy will be emailed for annual review at the April meeting.

The six-month trial of Exhibition pricing policy language has ended. It was determined the practice will continue as stated in the current version of the policy.

Next Meeting

The next meeting of the Trustees shall be held on April 18, 2018 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 7:07pm.



True copy respectfully submitted, Glenn Hill, Clerk