

**Norfolk Public Library**  
**Board of Library Trustees**

**April 18, 2018**

A regular meeting of the Norfolk Public Library Board of Trustees was held on April 18, 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 6:12pm.

**Approval of Minutes**

The minutes of the March 28, 2018 meeting were approved.

**Public Comment**

There was no public comment.

**Director's Report**

Sarina Bluhm reported that Marissa Antosh, Youth Services Librarian, has tendered a letter of resignation. The position has been posted to MBLC, Simmons, and to the town website. Sarah Ward will take on some of Marissa's projects. It was noted that some programs have been cancelled. The position is anticipated to be filled by June 1, 2018.

The Part-time Youth Services Librarian position has been posted to MBLC, Simmons, and to the town website.

The Volunteer Lunch will be held on May 7, at 12:00 noon. The library will open at 2:00pm on that day.

Town Meeting will be held on May 8, at 7:00pm.

**Friends Report**

There was no Friends member present. Glenn Hill reported the Friends are reconsidering passes. The Friends determined the Plimoth Plantation pass would not be renewed.

### **Old Business**

The Scope of Service Policy was approved with changes.  
The Community Description was approved with changes.  
The Director Job Description will be posted to MLBC, Simmons, and to the town website.  
The timeline was reviewed.  
The membership of the first interview team was reviewed.  
The membership of the final interview team was established.

### **New Business**

A draft Equipment Borrowing Policy and Liability Waiver was presented and approved for use for "Stuffbrary" collection lending.

The Safety and Security Policy and Policy Practices documents will be emailed for review at the May meeting.

### **Next Meeting**

The next meeting of the Trustees shall be held on May 16, 2018 at 6:15 PM in the Norfolk Public Library.

### **Adjournment**

The meeting adjourned at 7:11pm.



True copy respectfully submitted, Glenn Hill, Clerk