

Norfolk Public Library
Board of Library Trustees

May 16, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on May 16, 2018 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, Patti McCarty, and Acting Director Sarina Bluhm. Kenneth Nelson called the meeting to order at 6:17pm.

Approval of Minutes

The minutes of the April 18, 2018 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarina Bluhm reported that Courtney Allen has accepted the position of Senior Youth Services Librarian. Her start date will be May 29, 2018.

The search for a part-time Youth Services Librarian continues. Three candidates have been interviewed. Two candidates remain to be interviewed.

Sarina Bluhm met with the Friends of the Library. The Friends approved a budget totaling \$25,092. Funding for the Hoopla service will be revisited in November, 2018.

The Library Director position announcement was posted to Simmons College website, MBLC website, and the town website. Sarina met informally with Libby O'Neill, who has expressed interest in the position.

On June 7, the Read It and Eat It program will feature a "throw down" competition. The trustees were invited to be judges.

Sarah Ward proposed that for fiscal year 2020, full-time staff be slated at a 40-hour work week, as opposed to the current 37.5 hour week. This change would affect John Spinney, Tamara Williams-Dalton, and Courtney Allen. Sarah will discuss this proposal with the new Director.

Friends Report

There was no Friends report.

Old Business

The Safety and Security Policy was approved with changes.
The Policy Practices document was approved with changes.

With respect to the Director search, Glenn Hill reported that three applications had been received. One applicant does not meet the minimum qualifications, and will be notified and invited to reapply prior to the closing date, but after meeting minimum qualifications. The other two applicants will be notified their materials have been received.

The membership of the resume review team, first interview team, second interview team, and final interview team, was established.

It was determined the Clerk will perform intake and response to all candidate communications.

Glenn Hill will update the activity timeline and email it to members of the Board.
Glenn Hill will email the list of MBLC sample questions to members of the Board.

New Business

The Board held the annual election of officers. Kenneth Nelson was elected Chairman. Glenn Hill was elected Clerk.

Glenn Hill sent a message to Rep. Joseph Kennedy, seeking his support for the "Strengthen the Federal Depository Library Program" Bill.

Glenn Hill sent a message to Rep. Richard Ross, seeking his support for state aid to Library Resource sharing.

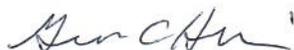
The Application to Access Surveillance Images policy will be emailed for review at the June meeting.

Next Meeting

The next meeting of the Trustees shall be held on June 20, 2018 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:51pm.



True copy respectfully submitted, Glenn Hill, Clerk