

Norfolk Public Library
Board of Library Trustees

June 20, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on June 20, 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 6:16 pm.

Approval of Minutes

The minutes of the May 16, 2018 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Sarin Bluhm reported that she attended the SAILS Annual Meeting. A planned SAILS software deployment was in suspense. Reciprocal borrowing for Overdrive materials statewide, is anticipated to go live on July 1, 2018.

It was reported that automatic renewal will be implemented throughout the SAILS system, for items eligible for renewal.

Debbie Conrad will be stepping down as Executive Director of SAILS. A search is underway.

Staff changes will take place on July 1, 2018. Sarah Ward will become the Associate Director, and will also be in charge of all public relations. Carolyn Iacoviello will become Circulation Supervisor, and will also be in charge of scheduling and training.

The Union will vote on a final contract on Monday, June 25, 2018.

Sarina presented a photo release form draft. It was determined that photo release forms will be published as an appendix to the Privacy Policy.

Sarina presented an MBLC printed brochure, citing library service statistics. It was determined the brochure will be scanned and posted to the Library website.

Sarina reported that empty alcohol "nip" bottles continue to be found in the Women's restroom. It was determine that due to lack of information , this issue is not actionable at the present time.

Sarina commented on a proposal to institute an evening adult Yoga program, for which the instructor would charge a fee to participants. It was determined the Library cannot impose a fee for participation. The Friends will be consulted to determine if they wish to fund this program.

Director's Report (continued)

It was reported that the Digital Video Recorder on which surveillance images are stored, is not working. Images are not being recorded or preserved. The Library may be able to acquire a used Digital Video Recorder from the Norfolk Police Department.

Friends Report

Glenn Hill gave the Friends report. It was reported the Friends finances are in good order, and that Annual election of officers was held. Beth Vallee will be stepping down as Treasurer. Her successor was named.

Old Business

The Application to Access Surveillance Images Policy was approved.

With respect to the Director search, Glenn Hill reported that a fourth cover letter and resume was received from a resident of Canada. The applicant did not have authority to work in the United States, and is not certified by the Commonwealth of Massachusetts. For these reasons, the application was rejected, the applicant was notified and invited to resubmit his name if authorization to work in the United States and certification by the Commonwealth of Massachusetts was obtained prior to the application closing date.

Also with respect to the Director search, Sarah Ward will designate a Library patron to join the First Interview Team. Glenn Hill will reach out to Nanci Murphy to acquire the name of a Friends member to join the First Interview Team.

New Business

The Borrowing Policy and Privacy Policy will be emailed for review at the September, 2018 meeting.

Next Meeting

The next meeting of the Trustees shall be held on September 19, 2018 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:44 pm.



True copy respectfully submitted, Glenn Hill, Clerk