

Norfolk Public Library
Board of Library Trustees

October 3, 2018

A special meeting of the Norfolk Public Library Board of Trustees was held on October 3, 2018 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Glenn Hill, and Acting Director Sarina Bluhm. Kenneth Nelson called the meeting to order at 1:33 pm.

Old Business

With respect to the Meeting Room Use Policy, in a unanimous vote, it was determined that changes would be made to clarify reservation procedures, maintenance of order, and to add an exceptions clause.

With respect to the Director search, Elisabeth O'Neill submitted two signed copies of her employment contract. The signed contracts were presented to Sarina.

New Business

Sarina Bluhm reported the warranty on the Biblioteka self-check workstations is expiring soon, and that the company will no longer service the legacy equipment. The company has offered a 55% discount if the library purchases and installs new workstations by the end of the calendar year. It was determined that Sarina will work the numbers so as to have the library fund most of the new workstations (\$9000), and an inventory wand (\$2400), and two years additional service on top of a one year warranty (\$6000). The remainder of funding will be sought from the Friends of the Library. Ken Nelson will attend the next Friends meeting, to assist Elisabeth O'Neill in explaining the new expenses.

Glenn Hill recommended planning be done around expected replacement of Biblioteka equipment, and that a budget line be checked to assure adequate funding is in place for future upgrades.

Sarina Bluhm will check with Biblioteka to determine the age of existing equipment, and expected lifetime for future equipment.

Next Meeting

The next regular meeting of the Trustees shall be held on October 17, 2018 at 6:15 PM in the Norfolk Public Librar.

Adjournment

The meeting adjourned at 2:01 pm.


True copy respectfully submitted, Glenn Hill, Clerk