

Norfolk Public Library
Board of Library Trustees

November 14, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on November 14, 2018 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Patti McCarty, Director Elisabeth O'Neill, and Friends member Bridget Irish. Kenneth Nelson called the meeting to order at 6:15pm.

Approval of Minutes

The minutes of the October 24, 2018 meeting were approved.

Public Comment

There was no public comment.

Friends Report

Friends member Bridget Irish discussed changes being made and contemplated regarding the organization's financial reporting and a planned consultation with an accountant about this matter. She also discussed the upcoming Friends membership drive.

Director's Report

Elisabeth O'Neill reported that she had reviewed the latest monthly SAILS circulation data. The latest numbers indicated that circulation was over 9,000 items. Director O'Neill said that she would set as a goal to increase that to over 10,000 items circulated monthly.

About 30-50 new SAILS cards are issued monthly to patrons in Norfolk. Director O'Neill wants to increase that number and will be brainstorming with staff on how to accomplish this goal.

A staff meeting was held on November 13th. Director O'Neill distributed a questionnaire to staff regarding their thoughts about their roles and library operations. She will review the completed questionnaires and meet with staff individually in the near future.

Director O'Neill raised the possibility of discontinuing the use of a paper form for patron SAILS card applications. The use of the form is duplicative as all information is then stored electronically as well when card application is processed. The trustees discussed this matter; determined that a vote on this issue was not required; and advised Director O'Neill that the board would support her decision to discontinue use of the form if she so decided. She will first consult with former Interim Director Sarina Bluhm regarding the utility of the Excel patron address list and if the paper application has been used to support this list before deciding to discontinue use of the form.

A town resident asked if he could donate an outdoor statue to the library. The Trustees asked if Director O'Neill could obtain a photograph of the statue and the significance of the statue to the library and/or town.

Director O'Neill plans to schedule "coffee with the Director" in the winter months as a means by which to reach out to community members and patrons.

On November 10th it was reported to a library staff member that a white supremacist flyer, stating "It's OK To Be White", had been placed on the windshields of cars parked on library property. The flyers were removed from the cars by a staff member. On November 13th Director O'Neill reported this incident to the Norfolk Police Department. In the future such an incident will be reported immediately to the police.

The Wrentham Public Library is closed due to flooding. It may remain closed for an extended period of time while repairs are made to the building. SAILS is directing Wrentham patrons to the Foxboro library, but some patrons have been coming to Norfolk as well.

Old Business

The About the Board of Library Trustees 1-pager and the Meeting Room Use for Non-Library Sponsored Events Policy were approved with changes.

New Business

The Exhibition Policy will be emailed for review at the December meeting.

Next Meeting

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

Adjournment

The meeting adjourned at 7:07 PM.



True copy respectfully submitted, Glenn Hill, Clerk