

Norfolk Public Library
Board of Library Trustees

December 19, 2018

A regular meeting of the Norfolk Public Library Board of Trustees was held on December 19, 2018 at the Norfolk Public Library. In attendance were the following trustees: Kenneth Nelson, Patti McCarty, Glenn Hill, Director Libby O'Neill, and Friends member Emily Nicodemus. Kenneth Nelson called the meeting to order at 6:15pm.

Approval of Minutes

The minutes of the November 14, 2018 meeting were approved.

Public Comment

There was no public comment.

Director's Report

Libby O'Neill presented a draft copy of a Community Bulletin Board policy. The Trustees will take up this policy at the January, 2019 meeting.

Upcoming programs:

Chess program

TED talk

Film/book series

Knit/Crochet group

Coffee with the Director

Acapella group (A portion of monies collected by the group will be given to the Library.)

Instant Pot cooking demonstration

Stress/Yoga workshop

Cactus and Succulent Society

The Director recommended that a committee be formed around the Long Range Plan, and that a first meeting of the committee be held in February, 2019. Kenneth Nelson suggested a sign and a web posting be developed, and that outreach be conducted to the KP High School demographic.

The use of handwritten library card applications will be curtailed, in favor of direct online data entry to the SAILS system. An "acceptance of responsibility" disclosure will be published and given to card applicants.

Some staff have proposed the Library close on the Sunday before an official Monday holiday. The Board unanimously rejected the proposal.

Director's Report (cont'd)

With respect to recent sprinkler-related water damage, the drywall has been installed. The collection in the affected area will be fully opened next Monday. 644 items of material were destroyed in the incident. Insurance will cover the loss. The town Facilities Manager said the incident could happen again.

Circulation in October was 9371, and 8946 in November.

Friends Report

Emily Nicodemus reported the Friends have a new Treasurer; Bethany. A meeting was held with the accountant, who will be added to the Quick Books recordkeeping system. Volunteer Day is March 31, 2019, where the Friends will have a table. The annual stuffing party will be held on Sunday, January 27, 2019, from 10am until work is finished. It is estimated that 4,000 pieces of mail will be processed on that day. Sponsor letters will go out in January. The Book and Bake Sale is scheduled for Friday and Saturday, April 19 and 20, 2019. Trustees are invited to cashier on Friday night.

Old Business

The statue donation was accepted. The Exhibition Policy was reviewed and approved with no changes.

New Business

The Governance Policy and Incident Report will be emailed for review at the January meeting.

Next Meeting

The next meeting of the Trustees shall be held on January 16, 2019 at 6:15 PM in the Norfolk Public Library.

Adjournment

The meeting adjourned at 6:52pm.



True copy respectfully submitted, Glenn Hill, Clerk