

FRIENDS OF THE NORFOLK PUBLIC LIBRARY, INC.

A regular monthly meeting of the Friends of the Norfolk Public Library, Inc. was held at Norfolk Public Library on Monday, October 7, 2019.

Attendance: Barbara Byron, Stephanie Hamel, Alison Lane, Robert Light, Francine McCarthy, Susan McCarthy, Nanci Murphy, Emily Nicodemus, Libby O'Neill, Jodi Pappas, Betty Rice, Eleanor Royston, Sarah Ward, Sharon Pierce and Patti McCarty, Library Trustee.

Nanci Murphy, President, called the meeting to order at 7:00 pm.

The minutes from the last meeting were attached to the email reminder of this meeting. Nanci asked if there were any comments or corrections. There were none so the minutes stand approved as submitted. Emily volunteered to take minutes in Karen's absence.

Trustees report was given by Patti McCarty.

Director O'Neill reported:

- More people registered for the summer reading program in 2019; program was extended for 2 weeks
- There has been a significant increase in materials borrowed from the library in 2019 vs. 2018
- Emergency training for staff was conducted by the Fire Department (training included use of the AED, use of Narcan, and a review of CPR essentials). There was discussion to incorporate active shooter response into a future training.
- Fall programs for children/adolescents in grades 7-12 are being launched. Programs include Adulting 101, Read and Eat It for Kids, Coding, and "Book Worms."
- New items for the Stuffbrary have been purchased.
- The Library Open House has been scheduled for Sunday, October 26th, from 11 - 2 .
- A Norfolk resident has expressed an interest in establishing "Little Free Libraries" in town. Director O'Neill and the Board support this resident's efforts on this project.
- The Meeting Room policy requires a revision regarding bookings for business and for-profit organizations.
- The Director met recently with the Town Administrator to discuss capital projects for the library. These projects have been identified: New computers, Book drop awning, Wi-Fi upgrade and Security camera system.

The Board voted 3-0 to approve the Strategic Plan with revisions. Libby has submitted the plan to the MBLC and it will be posted on the NPL website and will send it to the Friends to be posted on their website.

There was a discussion regarding the Safety and Security Policy. A review of the Borrowing Policy was postponed until the October meeting. A review of the Privacy Policy was postponed pending Director O'Neill meeting with the Town Administrator to discuss the issue of "First Amendment Audits." The Electronic Services Policy and No-Show Policy will be reviewed at the October meeting.

The next regular meeting of the Trustees shall be held on October 16, 2019 at 6:15 PM in the Norfolk Public Library. Barbara Byron will attend this meeting for the Friends.

Treasurer's Report:

- Foxboro Federal Balance: \$28,994.26; CD Balance: \$45,479.88 (does not include August/September interest)
- Nanci has finished the paperwork for filing our taxes and will meet on Wednesday with our accountant, Steve Rose.
- Still looking for a treasurer for the Friends.

Library Director's report:

Libby's Report: NPL is partnering with NCTC for several workshops (Tech Workshops series with NCTV) and partnering with the COA for a book club (discussing *Hotel on the corner of Bitter and Sweet*). Other new programs: Soap Making and Body Sculpting. Brew Night was a huge success with 86 people attending. Long-term plan for NPL is done and will be posted on NPL website.

Sara Ward's Report: All day/evening event – open game night for kids and adults is being planned; New book group is being formed (Killer Reads); Touch a Truck had over 200 kids; K-3 Book Worms is a new book group and Glow in the Dark Halloween Party set for Oct 29th.

New Business:

Open House at the Library on October 26; 11 – 2 pm: The Friends will have a table and Nanci welcomes anyone from the Board to help. Ellie volunteered and it was suggested that membership information be available. Also suggested was a sign asking for a volunteer to be our treasurer.

The board approved the sale of chocolate bars by the boy scouts at our annual book sale.

MFOL (Mass Friends of Libraries) membership has been renewed. Emily is on their list serve and will forward all emails to the board.

File retention: Nanci is cleaning out our old files. It was noted that Plainville Library has a box for shredding and the Norfolk COA is holding a shredding event at the Sr. Center on October 18 from 10:00 am – 1:00 pm.

Membership:

Stephanie H., Bridget, Jodi and Francine are organizing our Annual Membership stuffing party. They would like a letter from Nanci and the draft letter from the library to include in the mailing.

Book Sale:

Responsibilities will be discussed at the next meeting.

Sara has designed a poster advertising the sale for the book shed at the DPW and a sign in the closet titled "Do not leave x x x. in the closet." Total cost for both posters was \$60.00.

The meeting was adjourned at 7:36 pm.

The next meeting is Monday, November 4th at 7 pm in the Schoolhouse Room.

Respectfully submitted,
Emily Nicodemus