

**Friends of the Northborough Library, Inc.**  
**June Meeting Minutes**  
**June 28, 2017**

Present: Ellen Church, Lisa Gardner & Diane Cappelmann.

The meeting was called to order at 7:01PM by Ellen Church.

Financial Report: Chris Hodge was not present but left copies of the June financial report. Total Income: \$1,605.73; Total Expense: \$5,261.87; Net Income: -\$6,204.27.

Amazon/EBay: On line sale reports for June were submitted. They are as follows: Ellen Church: \$206.26; Diane Cappelmann: \$50.40; Lisa Hodge: \$42.35 (Lisa will be on vacation for July and August); Catherine Foster: \$70-ish John Matraia and Sidney Field did not report this month.

Trustee Report: Chris Lindquist was not present but left a copy of the report with the committee. Please see attachment for the full Trustees report.

Membership: Lisa Hodge was not present. We currently have 106 members.

**Old Business**

Service Award: Jennifer Lee sent the Friends a lovely thank you note. Ellen will contact Jennifer to arrange for a photo op.

Summer Reading Book Sale: The book sale was down from last year. We only made \$771.69 this year. We think the nice weather coupled with having the sale earlier in the month contributed to the lower sales.

Applefest Book Sale: The Applefest Book Sale will be held on Saturday, September 16<sup>th</sup>. Mathy Jeyachandran will be the co-chair for the event.

Ellen would like to make a \$75 donation to Applefest. It was voted on and passed.

**New Business**

Skinner Auction: Skinner sent us a notice of a pre-sale item. A portion of the sale will go to the Friends.

Next Meeting: Wednesday, July 26, 2017 at 7:00PM. The meeting was adjourned at 7:40PM.

Respectfully submitted,  
Lisa Bazarian Gardner

**Friends of the Northborough Library**  
**Library Director's Report**  
**June 28, 2017**

**Personnel**

- We have posted the PT Circulation Assistant position (19 hours per week) and we are currently accepting applications. We have received about a dozen applications to date and will begin reviewing them on July 7<sup>th</sup>. We are hoping to fill the position by mid-August. In the interim, we are contracting with Bibliotemps, a service of the Mass. Library System (MLS), to retain a temp.

**Library Trustees**

- Mitch Cohen, our newest Trustee, began serving his 3-year term on the Board at the June 13<sup>th</sup> meeting. He will be serving on the Administrative and Technology Committees. Mitch is also serving on the Building Committee for the new Fire Dept. building the Town is planning.
- Bobby Babcock will be coming back from his 6-month sabbatical by the end of July and will be resuming his Treasurer duties at that time. Jocelyn McElhiney has been serving as Acting Treasurer in the interim.
- Development Committee:
  - The committee interviewed three fundraising consultants last week and discussed their proposals in more detail. We are planning to recommend we retain Bill Carlton of Carlton & Co. (Boston, MA) when the Trustees meet on July 11<sup>th</sup>.
- Branding & Marketing Committee
  - Our first order of 1,000 presentation folders is expected to be shipped on June 29<sup>th</sup>. We would also like to order 500 folders for Children's Services with their logo in color on the front. The estimated cost is \$875. We are requesting funds from the Friends for these additional Welcome folders. Our goal is to start giving out the Welcome packets by the end of July.

**Proposed "Third Thursdays" @ the Library pilot project beginning in January 2017**

- Michelle Rehill and I met with John Coderre and Kim Foster recently to discuss our operating hours. We reviewed our proposal to open on the third Thursday evening of the month from 5:00 – 8:30 p.m. in order to pilot additional evening hours at a cost of approximately \$6,000. John reviewed his budget projections for the next few fiscal years. He said he is very happy to see the additional programs that are happening at the Library and the increased attendance. He said he supports an increase in Library hours, but the Town is not currently in a position to fund any additional staff, particularly full-time staff with benefits. He noted the significant increase in health insurance premiums that are forecast for the foreseeable future. John asked if the Friends would be willing to fund an additional part-time, 19-hour per week Reference Assistant position in the next year or two, with the Town taking over funding for the position in FY19 or FY20. (NOTE: This proposal obviously requires further discussion at an appropriate time sometime this summer.) With respect to opening on the third Thursday of the month, John asked that we consider providing access to the meeting rooms with the gate down, providing additional access to the meeting room spaces for little cost. His proposal is to hire a part-time building attendant to monitor the meeting room usage and to alarm the building when those in the meetings have finished.

**Children's Summer Reading Program Kickoff on June 22d**

- The Children's staff welcomed a huge crowd of kids and families for their Summer Reading Program Kickoff on June 22d, which took place both inside and outside the Library. Between 400 – 500 people attended the kickoff, and the automatic door counter logged about 2,500 hits. It was a great way to celebrate the start of the Summer Reading series and register kids for our programs.

### **Gale Forecast – August issue**

- Please send any news to Chris by July 15<sup>th</sup> for inclusion in the August issue. We have gotten very good response to our special 2-month Summer Reading issue and intend to do a similar newsletter again next summer.

### **Wish List Requests:**

- Children's Services: \$875 for 500 professionally-printed presentation folders so that we can create Children's Welcome packets with information specifically about our programs and services for children, parents and caregivers.
- AppleFest Parade candy: \$100 (10 bags at \$10 each).

### **AppleFest**

- We are planning to participate in AppleFest again this year and will be entering our Book Cart Drill Team in the parade. We would like to hand out candy again this year to the kids along the parade route. We are planning to re-use the banner that was created last year and are hoping to add the new logo and tagline onto the banner. Please see Katrina, our Team Captain, if you are interested in participating.