

**Friends of the Northborough Library, Inc.**  
**March Meeting Minutes**  
**March 28, 2018**

Present: Ellen Church, Lisa Gardner, Chris Lindquist, Carol DeRienzo, Diane Cappelmann and Sandra Harris.

The meeting was called to order at 8:03PM by Ellen Church. A motion made by Lisa Gardner to accept the minutes from the previous meeting was seconded by Carol DeRienzo. It passed unanimously.

Financial Report: Chris Hodge was not present and was unable to provide a March financial report. Accounts for March are as follows: Unreserved Checking: \$17,758.19; Unreserved Savings: \$21,379.92; Reserve Savings: \$4,807.23; CD: \$57,157.48.

Amazon/EBay: On line sale reports for March were submitted. They are as follows: Ellen Church: \$362.81; Diane Cappelmann: \$58.79; Catherine Foster: \$60.05 (through PayPal). John Matraia and Lisa Hodge did not report this month.

Trustee/Director's Report: Chris Lindquist was present to provide the March report to the committee. See attachment for full report.

- FY2019 Budget was presented to the Appropriations Committee on March 22<sup>nd</sup>.
- April 8<sup>th</sup> from 1-3 is the birthday celebration at the library for the 150<sup>th</sup> Anniversary. The one of a kind design t-shirts will be on sale for \$35.00 each as well as 150<sup>th</sup> Anniversary tea bags \$5/box of 25 bags.

Membership: Lisa Hodge was not present and was unable to provide an updated report.

Apple Memory Café: Carol DeRienzo was present. The new day and time of the café started this month. While Carol had anticipated a larger crowd – a group from Whitney Place was supposed to come but was on lock down because of the flu – it was still a success. She has submitted a receipt for reimbursement for: decorations purchased for February and March (February café was canceled because of inclement weather), lunch provided by Lowe's, and the entertainer. The total was \$233.33 plus \$48.63 for a grand total of \$281.96.

A motion was made by Lisa Gardner and seconded by Sandra Harris to reimburse Carol DeRienzo \$281.96. It passed unanimously. Carol DeRienzo abstained from this vote.

### **Old Business**

Friends Graphic Design: The designs are out and have been used for the current book sale. Thank you ARHS students that participated.

BIG Book Sale: The BIG Book Sale is underway and going well. It will run Wednesday, March 28<sup>th</sup> – Saturday March 31<sup>st</sup>. We are changing it a bit this year, the member preview will be on Wednesday March 28<sup>th</sup> 12-4 and will open to the general public at 4:00-8:00PM. The time change seems to have been a success. A change from previous sales, we will be making money deposits each day of the sale instead of one large deposit at the end. Chris Hodge has provided Ellen Church with deposit slips.

Page Account Balance: Tabled until next meeting.

Service Award: Applications are due by early next week. The committee will meet after that to make a decisions. Marge Femia, Penny Downey and Mary Murphy will be on the Service Award Committee along with Ellen Church.

GWCF Endowment: The committee has tabled this discussion until the next meeting.

### **New Business**

Basket Raffle: Tabled until next meeting.

**Next Meeting**: Wednesday, April 25<sup>th</sup>, 2018 at 7:00PM, unless town meeting goes to a third night. The meeting was adjourned at 8:45PM.

Respectfully submitted,  
Lisa Bazarian Gardner

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## **Friends of the Northborough Library Library Director's Report March 28, 2018**

### **Personnel**

No report.

### **Library Trustees**

- Administrative Committee – FY2019 Budget
  - I presented our recommended FY2019 Budget to the Town's Appropriations Committee on March 22d. The Town Administrator is recommending an increase of 2.36% or roughly a \$20,000 increase. This is a level services budget and will not allow us to add any new programs or services, including restoring our operating hours, which would require approximately \$34,000 for a partial restoration on Thursday evenings from 5:00 – 8:30 pm, or about \$64,000 for the full restoration of hours, including Monday mornings from 9:30 am – 12 noon. We are continuing to advocate for that and are discussing ways we can add Thursday evening hours using private annual appeal funds that have been donated in FY2019, with the understanding that the Town would add an additional .475 FTEs to our budget for FY2020 so that we could continue to offer Thursday evening hours on a permanent basis. This would allow increased access to our meeting and study rooms on a weeknight, as well as full library services, including some additional programming. We will be asking that this conversation take place shortly after Town Meeting so we can plan next steps.
- Building/Space Planning Committee
  - Next meeting: May 1 at 7 pm
  - Request for \$53,000 in CPA funds was unanimously approved by the Community Preservation Committee

- We will be drafting a patron survey and planning for some focus group meetings in order to get feedback about how Town residents would like the physical space in the Library to look in the coming years. We will also be doing an analysis of how our patrons are currently using the public spaces in the Library. I will also be consulting with the building consultant at the MBLC about the best survey methods and other libraries that have repurposed space in order to get some possible models.
- Development Committee
  - New meeting: TBA
  - Raised approximately \$22,000 to date on our 3<sup>rd</sup> annual appeal (exceeded our goal by about \$2,000)
- Technology Committee
  - Next meeting: TBA
  - Library of Things
- 150<sup>th</sup> Anniversary Committee
  - Next meeting: April 3 at 6:30 pm
  - 150<sup>th</sup> Birthday Party on April 8<sup>th</sup> from 1:00 – 3:00 pm
  - Historical montage video in conjunction with NCTV and the Historical Society
  - Special Exhibit of juried renderings of the Gale Library Building and library history: November – December 2018
  - Developing webpage devoted to our 150<sup>th</sup> anniversary in order to promote events up through the 150<sup>th</sup> Gala (date TBD)
  - Friends items that will be for sale at the Main Desk

### **Spring Music Series**

- The next two concerts will be on April 7<sup>th</sup> featuring Celtic musician Jeff Snow and saxophonist/guitarist Jon Berman on May 19<sup>th</sup> at 2:00 pm.

### **Drop-in Nutrition Programs**

- Our drop-in sessions in the café featuring Registered Dietician Judy Palken started on March 14<sup>th</sup> and had good attendance. Our next drop-in session will be on April 18<sup>th</sup> at 10:00 am.

### **Mindfulness Series**

- Our 4-part Mindfulness Series with Mindfulness Instructor Ginny Wholley is being promoted and we are hoping to start the series on Monday, April 23<sup>rd</sup> at 9:00 am if we are able to draw a minimum number of registrants.

### **Northboro Cultural Council Reception**

- The Cultural Council will be holding a reception for award recipients in our main meeting room on April 4<sup>th</sup> at 6:30 pm. All are welcome to attend. The reception will also be filmed by NCTV.

