

Northborough Free Library  
Board of Trustees  
Meeting Minutes for September 13, 2016

**Present:** Bobby Babcock, Leslie Homzie, Jocelyn McElhiney, Ralph Parente, Michelle Rehill, Jack Sharp

**Also Present:** Christopher Lindquist, Deborah Hersh, Katrina Ireland, Bonny Krantz

**Not Present:** Lara Helwig, Jim Hogan

**Call to order and opening remarks**

Michelle Rehill, Chair, called the meeting to order at 7:30 pm.

**Approval of the minutes**

Jack Sharp moved that the minutes from July 12, 2016 be approved; Ralph Parente seconded the motion. The minutes were approved by a unanimous vote.

**Financial Report**

Chris gave the update that the budget is on target including salaries and wages. Bobby gave a trust fund update: he has met with Kate and with Jason, who manages the funds. A representative from Bartholomew, where the funds reside, plans to speak with the trustees in February or March.

**Librarian's Report**

Chris gave some personnel updates: the part time adult services assistant position was reposted; there are four high quality candidates out of 80 applications. A decision will be made soon. The library page position has been posted. A RFP was submitted for another cleaning service/maintenance service. Chris plans to bring a proposal to the board to recommend that the library install security camera monitoring. The parking situation has improved, and the police will ticket in the lot if needed. The library hopes to start the pilot for third Thursday evening hours in October. There was a request to close the library December 24 and December 25; Jack Sharp moved to approve the motion, Jocelyn McElhiney seconded – it passed by a unanimous vote. Additionally there was a request to close the library at 3pm the Wednesday before Thanksgiving; Jocelyn moved to approve the motion, Bobby Babcock seconded – it passed by a unanimous vote. Antiques Appraisal Day has \$1600 in business support so far. September is library card sign-up month. Katrina and the Children's Room team have been awarded a \$10,000 Mind in the Making grant. The goal is to transform the space with this award. Trinity Church and the Historical Society may send similar letters to the Attorney General's office regarding distributions from the Sherman Trust.

**Committee Reports**

Technology: Jack gave the update that the server is up and running. Now the plan is to upgrade the Wi-Fi strength by December.

Marking: Michelle gave the update that the group is still gathering input from the final round of logos.

Development: Chris asked the funds from the Sherman account pay for the second annual fundraising appeal. We plan to use Clark's Mailing Service again for a total of \$3000. Jocelyn moved to approve the motion, Jack seconded -- it passed by a unanimous vote. Chris will look into the library supporting a PayPal account.

**Other Business**

Michelle gave the update on new committee assignments for 2016-2017:

Administrative: Leslie Homzie (chair), Jim Hogan, Jocelyn McElhiney

Long Range Planning: Jack Sharp (chair), Michelle Rehill, Bobby Babcock

Building and Grounds: Lara Helwig (chair), Ralph Parente, TBD

**Date of next meeting**

The next meeting will be October 11 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

September 13, 2016 Agenda

July 12, 2016 Minutes

September 2016 Financial Report

September 2016 Librarian's Report

Children's Summer Reading Program Summary, 2016

July & August 2016, Teen Services Report

September 2016, Gale Forecast

Proposed Plan to Restore Library Hours

Town Counsel Letter, Margaret E. Sherman Trust

Mind in the Making Factsheet

Antiques Appraisal Poster