

Northborough Free Library  
Board of Trustees  
Meeting Minutes for July 12, 2016

**Present:** Bobby Babcock, Jane Clark, Lara Helwig, Leslie Homzie, Jocelyn McElhiney, Michelle Rehill, Jack Sharp

**Also Present:** Christopher Lindquist, Katrina Ireland, Jason Perreault (selectman)

**Not Present:** Jim Hogan, Ralph Parente

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:30 pm. Lara welcomed and introduced new trustee Jocelyn McElhiney. We thanked Jane Clark for her many years of service as a trustee. Chris reminded us of the upcoming volunteer ice-cream social on July 14.

**Approval of the minutes**

Michelle Rehill moved that the minutes from June 14, 2016 be approved; Jack Sharp seconded the motion. The minutes were approved by a unanimous vote.

**Financial Reporter**

Chris gave the update that July 15 is the close of the fiscal year, and the surplus of \$3740 will go back into the Town's general account. This amount is approximately \$3000 less than the past year.

**Librarian's Report**

Part-time Reference assistant Melissa Stroschio recently resigned; her job has been posted as a permanent position. The staff had a good meeting with library pages using the new page manual. Building update: Chris submitted an application for CPA funds to repair work in the Internet Café on the water penetration system. The parking complaints with C'est La Vie customers and staff parking in the library lot have decreased since the library communicated its concerns with the owner of the establishment. Chris showed the trustees of copy of a letter he plans to use on cars who repeatedly violate the parking rules. Antiques Appraisal Day is October 15 from 10 am to 3pm. The library is hoping to tap local businesses as sponsors, and will create a web page to promote the event. Following up with issues around the Sherman Trust, Chris informed us that the Town Counsel is drafting a letter to send to the Attorney General's office. Chris is proposing to open the library one Thursday a month, September-June – "Third Thursdays." This is a three year plan that start will start September 15; we are hoping for some funding from the Library Friends. Jocelyn McElhiney moved to approve the plan, and Jack Sharp seconded the motion -- approved by a unanimous vote. Chris is exploring changing the Library's internet connection from Verizon to Charter Spectrum.

**Committee Reports**

Technology: Jack discussed the vision the committee has been discussing regarding the long term to enhance the user experience – for example updated website, makers spaces, and ebook access. Marketing: the committee met with Stirling Technologies on June 30 and discussed next steps in the branding process. We are looking at September 1 as the completion date for the content. Development: Chris, Michelle, and Lara met and decided to not setup a separate library foundation for fundraising. The checks for the next annual funds will be written to the Town of Northborough.

**Other Business**

The September 13 meeting will start at 7 pm because of a guest at the meeting.

The new officers were appointed and announced: Michelle Rehill, chair, Lara Helwig, vice-chair, Bobby Babcock, treasurer, Jim Hogan and Leslie Homzie, co-secretaries.

**Date of next meeting**

The next meeting will be September 13 at 7:00 pm in the Conference Room.

The meeting was adjourned at 8:25 pm.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

July 12, 2016 Agenda

June 14, 2016 Minutes

June 2016 Financial Report

July 2016 Librarian's Report

June 2016 Children's Services Report

June 2016, Teen Services Report

July 2016, Gale Forecast

Parking Letter

Adult Summer Reading Brochure

Tentative Deliverables Schedule