

Northborough Free Library  
Board of Trustees  
Meeting Minutes for May 10, 2016

**Present:** Bobby Babcock, Jane Clark, Lara Helwig, Jim Hogan, Leslie Homzie, Ralph Parente, Michelle Rehill, Jack Sharp

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

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:30 pm. Lara gave the update that Barbara Virgil has resigned as a trustee. Bobby Babcock, effective immediately, will serve as treasurer.

**Approval of the minutes**

Michelle Rehill moved that the minutes from April 12, 2016 be approved; Ralph Parente seconded the motion. The minutes were approved by a unanimous vote.

**Financial Report**

*FY16 Appropriation Report*

The budget is on target, with the exception of being shortly over budget in the utilities line. The utilities budget will be increased for next fiscal year.

*Trust Funds*

Bobby Babcock will be added as signatory for the trust funds that currently remain at St. Mary's and Avidia.

**Librarian's Report**

Melissa Chase has started as the fulltime Library Assistant in the Children's Room. Julie Bozicas has returned to the Library as the Part-time Children's Library Assistant. The Part-time Page position has been posted with the recent opening. Bonnie and Deborah have designed a Page manual for training purposes. The Library is reevaluating its current cleaning contract, and the most effective way to operate without having an onsite handy person for maintenance. Parking continues to be a problem with the opening of the neighboring restaurant C'est la vie. Restaurant staff and diners have been parking in the Library lot leaving limited spaces for Library users to park. Chris plans to have a meeting with the owner to discuss these matters. A Library volunteer policy has been drafted to ensure a more formal program. This includes volunteers being only Northborough residents, but including school age students from Northborough and Southborough. There was a vote on the new policy to approve as amended, Jack moved; Michelle seconded the motion. It was approved by a unanimous vote. A volunteer social event has been schedule for Thursday June 14, starting at 5:30. The trustees voted and approved by a unanimous vote to close the library on Saturday, July 2 for the holiday weekend. Michelle moved; Jack seconded the motion.

**Committee Reports**

Lara appointed Jack, Ralph, and Jane to the nominating committee and they will be seeking nominations for officers for appointment. Lara reported that the Development Committee has a letter in draft form in process. Jack reported for the Technology Committee that the server installation is moving forward. Chris will purchase the server, and it will reside in the data closet. Michelle reported for the Branding & Marketing Committee -- there are three firms left in the selection process.

**Date of next meeting**

The next meeting will be June 14 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Leslie Homzie, secretary

Documents used during the meeting:

May 10, 2016 Agenda

April 12, 2016 Minutes

May 2016 Financial Report

May 2016 Librarian's Report

April 2016 Children's Services Report

Gale Forecast, May 2016

Volunteer Application Form

Volunteer Policy & Guidelines