

Northborough Free Library
Board of Trustees
Meeting Minutes for November 8, 2016

Present: Bobby Babcock, William Frankian, Lara Helwig, Jim Hogan, Leslie Homzie, Jocelyn McElhiney, Ralph Parente, Michelle Rehill

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

Not Present: Jack Sharp

Call to order and opening remarks

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

Approval of the minutes

Jocelyn McElhiney moved that the minutes from October 11, 2016 be approved; Ralph Parente seconded the motion. The minutes were approved by a unanimous vote.

Financial Report

The fiscal year is on target, though right now over on electrical and under on fuel. But all within the target of 33%.

Librarian's Report

A draft of the FY18 budget is in the packet; it's due to the Town on November 14. Chris will send the final revision to the board. Kaitlyn Wilber, a freshman at Algonquin, was hired as the new Library Page. The staff is working on developing internship opportunities for qualified library school students who are interested in working in a public library environment. Deborah and Chris plan to reach out to local banks and other donors to help support the continuation of the successful Conversation Circles program. Katrina plans to present about the Mind in the Making grant at the annual Massachusetts Library Association conference this spring. In the proposed budget for next fiscal year the Library will look to fully restore operating hours. And, in addition, make the recommendation to increase the number of pages as well as a fulltime library assistant. The Library is investigating ways to work with social service agencies and the police department to provide a homebound services program. Some highlights from the 2018 Action plan include a more robust reader's advisory service; the Mind in the Making activities; enhance gaming options; add hours and staffing, and install wireless printing and self check-out stations. Lara moved to accept that the trustee approve the long range plan and William seconded the motion; it was approved by a unanimous vote.

Committee Reports

Branding & Marketing: Michelle gave the update that Stirling and the Library are working on a rollout plans for new marketing and promotional materials November through May. \$3000 is needed in additional funding. Jocelyn moved to accept the motion and William seconded. It passed by a unanimous vote.

Technology: Chris gave the update on behalf of Jack that the Library will work on a Minecraft initiative. A local resident will help support the program in memory of her son, a game developer.

Development: Lara gave the update that there are over 100 donations to the annual appeal. She encouraged all trustees to make a contribution to the effort.

Date of next meeting

The next meeting will be December 13 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:39 pm.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

November 8, 2016 Agenda

October 11, 2016 Minutes

November 2016 Financial Report

November 2016 Librarian's Report

October 2016, Children's Services Report

October 2016, Teen Services Report

November 2016, Gale Forecast

Proposed Plan to Restore Library Hours

Board of Trustee Terms

Deliverables Schedule