

Northborough Free Library
Board of Trustees
Meeting Minutes for September 15, 2015

Present: Jane Clark, Lara Helwig, Jim Hogan, Leslie Homzie, Ralph Parente, James Pini, Michelle Rehill, Jack Sharp, Barbara Virgil

Also Present: Christopher Lindquist

Call to order and opening remarks

Lara Helwig, Chair, called the meeting to order at 7:30 pm. Christopher Lindquist, Library Director, was introduced to the trustees. Jim Hogan, who has pre-trustee status, was introduced.

Approval of the minutes

Michelle Rehill moved that the minutes from the July 14, 2015 meeting be approved with the amendment that Barbara Virgil was omitted as treasurer in the minutes. Jack Sharp seconded the motion. The minutes were approved by a unanimous vote.

Financial Report

Chris reported that the FY16 budget is on track. A large one-time payment to C/W MARS is due this month. Barbara reported on the library trust funds; we spent \$300 over what was brought in last year. Soon we plan to consolidate all the funds with one bank, instead of with four banks, to streamline management of funds. Barbara and Chris plan to meet to review the trust funds. Chris gave the update that he plans to ask for additional funding for staff positions in FY17; we are short staffed in comparison to libraries in our peer group. We hope that Jason Perreault, our liaison from the Board of Selectman, can attend the next meeting (he had planned to attend this meeting, but had to cancel).

Librarian's Report

Chris reported that he met with Jean and learned a great deal about the building. Town Hall is installing a new computer dedicated to HVAC issues that will be able to monitor systems remotely. Chris also mentioned that the Library plans to submit an application to the Community Preservation Committee regarding original building decay issues. The "1791 Regulations for Northborough Library" has been conserved and digitated and will be available on the web site; the other items will be auctioned at Skinner on November 15. The page position has been filled with a local high school student; and the part-time reference position will be filled soon. There's a temporary staff member in the Children's Room from Bibliotemps. The Friends Booksale will be held, again, during Applefest. There will be a fall open house the evening of October 22. At that event Chris will present his vision for the Library and highlight the new website (that will be launched on September 30). Online registration for Library events is now live. There was a discussion whether to open the library, one time only, at 10 am for an all staff meeting; after some suggestions it was decided to break the meeting into two shorter meetings, and keep the hours as is for that day. Chris shared a nice welcome letter he received from a community member.

Proposed Committees

Chris would like create three new committees with representation from trustees: Development, Technology, and Branding & Marketing. Trustees were encouraged to participate if interested; in addition, we will look to representatives from the community.

Appointment of Committees

Lara updated the trustees on the committee appointments:
Administrative (Barbara, Lara, Jim); Long Range Planning (Jack, James, Michelle); Building & Grounds (Jane, Leslie, Ralph)

Date of next meeting

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

The meeting was adjourned at 8:30.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

September 15, 2015 Agenda

July 14, 2015 Minutes

September 2015 Financial Report

September 2015 Librarian's Report

July 2015 Children's Room Statistics

August 2015 Children's Room Statistics

July-August 2015 Teen Room Statistics

Children's Summer Reading Summary 2015

Teen Summer Reading Summary 2015

ARIS Highlights FY 15

Trust Funds Report FY 15

Gale Forecast, September 2015