

**Friends of the Northborough Library, Inc.**  
**February Meeting Minutes**  
**February 28, 2018**

Present: Ellen Church, Lisa Gardner, Chris Lindquist, Carol DeRienzo, and Sandra Harris.

The meeting was called to order at 7:03PM by Ellen Church. A motion made by Lisa Gardner to accept the minutes from the previous meeting was seconded by Ellen Church. It passed unanimously.

Financial Report: Chris Hodge was not present but did provide the February financial report. For February 2018: Total Income: \$7,063.60; Total Expense: \$4,206.12; Net Income: \$2,857.48.

Amazon/EBay: On line sale reports for February were submitted. They are as follows: Ellen Church: \$563.61; John Matraia: \$11.55; Lisa Hodge: \$6.25. Diane Cappellmann was on vacation so had \$0.00 and Catherine Foster did not report this month.

Trustee/Director's Report: Chris Lindquist was present to provide the February report to the committee. See full report below.

Personnel: A Part-time Outreach Service Coordinator has been hired to begin the Outreach Service Program for the homebound. Rick Starzyk has taken on the position. Welcome Rick.

Additional Wish List Request: Chris Lindquist requests an additional \$1,099.00 for the following items:

Tote Bags for Outreach Services with library logo:	\$280 for 7 tote bags (\$35/each)
The Art of Good Nutrition Drop In Group:	\$600 for 12 monthly meetings (\$50/session)
New SSL Certificate for website (additional security):	\$219 (\$170 initial set up \$49/year thereafter)

Carol DeRienzo made a motion to approve the additional funds of \$1,099.00 for the above items. Sandra Harris seconded the motion. It passed unanimously.

Membership: Lisa Hodge was not present but sent a report. We have 98 members. Lisa sent reminders to all the people expiring on March 15th and told them they need to renew to get early access to the sale.

Apple Memory Café: Carol DeRienzo was present. Carol is moving the day and time of the café to the 2<sup>nd</sup> Monday of every month and will include lunch. The first Monday café will be Monday, March 12<sup>th</sup> 12:30-2:30.

### **Old Business**

ALA: The ALA sent a thank you note acknowledging our donation to the libraries of Puerto Rico.

SUPER Book Sale: The sale was a success! We raised more than we did last year. This year we raised \$1,961.54. Thank you to all that volunteered.

Friends Graphic Design: Students from ARHS are currently working on a design for the Big Book Sale.

BIG Book Sale: The BIG Book Sale will be held Wednesday, March 28<sup>th</sup> – Saturday March 31<sup>st</sup>. We are changing it a bit this year, the member preview will be on Wednesday March 28<sup>th</sup> 12-4 and will open to the general public at 4:00-8:00PM. We will be advertising at Book Sale Finder for \$30. Publicity has been sent out.

For the Friends new graphic design, we had some excellent designs submitted by the students at Algonquin and Ellen will be using each design for different flyer placements around town. Thank you to the students who took part.

We are still looking for volunteers. If you'd like to volunteer please contact Ellen.

150<sup>th</sup> Swag: April 8<sup>th</sup> will kick off a year of events celebrating the library. The teabags have been ordered – 2 of the 10 boxes ordered will arrive by April 8<sup>th</sup> for the kickoff. Pencils have also been ordered. The t-shirt design looks good. Bookmarks will be ordered by March 2<sup>nd</sup>.

Service Award: Marge Femia, Penny Downey and Mary Murphy will be on the Service Award Committee along with Ellen Church. They will be meeting the first week of April.

GWCF Endowment: The committee has tabled this discussion until the next meeting.

### **New Business**

Basket Raffle: Tabled until next meeting.

Next Meeting: Wednesday, March 28<sup>th</sup>, 2018 at 8:00PM\*. The meeting was adjourned at 8:35PM.

Respectfully submitted,  
Lisa Bazarian Gardner

\*PLEASE NOTE THE TIME CHANGE DUE TO THE BOOK SALE.



## **Friends of the Northborough Library Library Director's Report February 28, 2018**

### **Personnel**

- Part-time Outreach Services Coordinator Rick Starzyk
- Hours: Tuesday and Wednesday from 10 am – 1 pm
- Community Forums on March 17<sup>th</sup> at 2 pm and April 2<sup>nd</sup> at 7 pm in the main meeting room
- Actively recruiting a core group of volunteer couriers to deliver materials to peoples' homes
- Rick can be reached at 508-393-5025 or at [rstarzyk.library@gmail.com](mailto:rstarzyk.library@gmail.com)
- New webpage devoted to Outreach Services is in development
- Please see general announcement attached
- LSTA grant-funded position that extended through October 1<sup>st</sup>, 2019

### **Library Trustees**

- Administrative Committee – FY2019 Budget
  - FY2019 Budget review with the Town's Appropriations Committee @ Town Hall: March 22 at 7 pm
  - Town's notice of approximately \$500K in unanticipated expenses in FY2019 due to 38 more students
  - Town is planning to consolidate health insurance plans to one carrier in order to save money
  - Town Planner is holding meetings with the Master Plan Consultant here on March 7<sup>th</sup> from 1:00 – 1:45 pm
- Building/Space Planning Committee
  - Next meeting: March 20 at 7 pm
  - Request for \$53,000 in CPA funds was unanimously approved by the Community Preservation Committee
  - Working with Town's MIS Director to install a security camera monitoring system connected to a Network Video Recorder (NVR) that will be mounted on the Town's network for 24/7 monitoring of the building and parking lot
- Development Committee
  - New meeting: March 12 at 7 pm
  - Raised approximately \$22,000 to date on our 3<sup>rd</sup> annual appeal (exceeded our goal by about \$2,000)
- Technology Committee

- Next meeting: March 8 at 7 pm
- Library of Things
- 150<sup>th</sup> Anniversary Committee
  - Next meeting: March 6 at 6:30 pm
  - 150<sup>th</sup> Birthday Party on April 8<sup>th</sup> from 1:00 – 3:00 pm
  - Historical montage video in conjunction with NCTV and the Historical Society
  - Special Exhibit of juried renderings of the Gale Library Building and library history: November – December 2018
  - Developing webpage devoted to our 150<sup>th</sup> anniversary in order to promote events up through the 150<sup>th</sup> Gala (date TBD)
  - Discussion about Friends items that will be for sale at the Main Desk

**The Apple Café**

- The Apple Memory Café is being moved to the second Monday of the month from 12:30 – 2:30 pm
  - NEXT Cafe: March 12<sup>th</sup> at 12:30 pm, including LUNCH!
- New publicity flyer

**Spring Music Series**

- Please see flyer attached

**Gale Forecast – April 2018**

- **Note:** I will also include an announcement about the BIG Book Sale in the eNewsletter that will be going out on March 2d

**Additional Wish List Requests**

- Tote bags for Outreach Services with library logo on them (each) \$280 for 7 tote bags (\$35 each)
- The Art of Good Nutrition Drop-In Group w/Dietitian Judy Palken meetings (\$50/session) \$600 for 12 monthly group meetings
- New SSL Certificate for our website (additional security) \$219 (\$170 – initial setup + \$49/year thereafter)

**Total: \$1,099**