

Friends of the Northborough Library, Inc.
July Meeting Minutes
July 25, 2018

Present: Ellen Church, Lisa Gardner, Lisa Hodge, Chris Lindquist, Carol DeRienzo, Diane Cappelmann, and Charlene Gaca. Trustee guests Lara Helwig and Jocelyn Sharp McElhiney.

The meeting was called to order at 7:00PM by Ellen Church. Lisa Hodge made a motion to accept the minutes from the previous meeting it was seconded by Ellen Church and were unanimously accepted.

Financial Report: Chris Hodge was not present and did not provide a July report.

Amazon/EBay: On line sale reports for July were submitted. They are as follows: Ellen Church: \$226.70; Diane Cappelmann: \$166.72; Charlene Gaca: \$8.85. Lisa Hodge, Catherine Foster and John Matraia did not report this month.

Trustee/Director's Report: Chris Lindquist was present and provided the committee with report for July. Please see attached.

- The search for a new part time librarian for the Children's room is in full swing. They have about 20 applicants and hope to have it filled by September.
- The Development Committee: They have received a proposal from Bill Carlton of Carlton & Company. It will cost \$20,000 for Carlton & Company to perform a feasibility study. A request has been made to the Friends for \$5,000 to cover the remaining cost of the fee (the Trustees have put in \$7,500 and they have received \$7,500 from the state). A motion was made by Carol DeRienzo and seconded by Charlene Gaca to provide \$5,000 to the library for the feasibility study. It passed unanimously.

Apple Memory Café: Carol DeRienzo was present. Carol submitted expenses for the July café of \$255.09. A motion was made by Lisa Hodge and seconded by Diane Cappelmann to reimburse Carol \$255.09 for July café expenses. It passed unanimously. Carol DeRienzo abstained from the vote.

A motion was made by Lisa Gardner to change the café threshold for monthly expenses from \$200.00 to \$300.00 per month. It was seconded by Lisa Hodge and passed unanimously. Carol DeRienzo abstained from the vote.

Old Business

150th Swag: Swag is on sale in various locations. Tea has been selling. There are 21 T-shirts left (we've sold about 1/3 so far). Pencils will be given out at Applefest parade.

GWCF Endowment: The Friends are planning on speaking with the Trustees about setting up an endowment fund for the library. This has been tabled until next month.

Applefest Book sale: This year the Applefest Book Sale will be a 2 day event. It will start Friday September 14th-Saturday, September 15th. This year the sale will be held inside the library – no sidewalk sale. Ellen Church will look into purchasing a banner that can be put up in the front of the building. Ellen is currently looking for volunteers for this event.

Elections: The Friends are currently looking for new directors. We are actively seeking individuals that would like to get involved and help the library. Look for our signs and Facebook posting shortly!

New Business

Children's Room Book & Media Sale: Lisa Hodge will once again Chair the Children's Room Book and Media sale. Thank you Lisa.

Next Meeting: Wednesday, August 29th, 2018 at 7:00PM. The meeting was adjourned at 8:15PM.

Respectfully submitted,
Lisa Bazarian Gardner

Friends of the Northborough Library
Library Director's Report
July 25, 2018

Personnel

- We have received about 20 applications for the part-time Children's Library Assistant position (19 hours/week) and we are planning to interview 4 candidates in the first round of interviews. We will likely invite the top 2 candidates back for a second interview and we hope to fill the position on or about September 1st. Julie Bozicas will continue to fill in from time to time as a temporary substitute.

Library Trustees

- Building/Space Planning Committee
 - Next meeting: **August 21 at 7 pm**
 - We are continuing to draft survey questions for patron feedback and non-user feedback; the survey will be conducted both online and in print starting in September. Our goal is to get at least 350 completed surveys in order to get a statistically accurate sample of our residents and visitors. Donna will be distributing the revised survey prior to the next meeting, including an introductory paragraph that informs people about the purpose of the survey.
 - We have developed a list of about 12 focus groups for more in-depth feedback and we are seeking an outside facilitator to start conducting the focus group meetings in September, in conjunction with the survey we are conducting.
 - We have a list building/space consultants provided by the MBLC and the Mass. Library System (MLS) and we are considering inviting proposals to help us develop a formal building plan that we can present to the Board of Trustees in order to plan for repurposing and reorganizing some of our space.
 - We may also seek the Town's support to get on the 5-year Capital Improvement Plan in order to retain an architect.
 - Mitch has invited architect Stewart Roberts, who designed the new addition, to do a walk-around of the building on August 8 between 10:30 – 11:00 a.m. in order to get his feedback on our interest in re-purposing some spaces. All are welcome to attend.
- Development Committee
 - Next meeting: **July 30 @ 7:00 pm**
 - Anticipated fundraising goal: \$1.5 million
 - Quiet phase: Leadership gifts will be sought following the planning study that will be presented to the Board of Trustees on December 11, 2018; the quiet phase may take up to one year and will begin in January-February 2019.
 - Possible public announcement at the 150th Gala on April 6, 2019
 - Bill Carlton sent us a new Agreement (as attached) that proposes a formal planning study be undertaken starting in August 2018, which will involve interviewing up to 80 prospective donors, supporters and community stakeholders for 50-60 minutes at the Library; the planning study will result in a formal report with a set of recommendations about the feasibility of reaching our goal

of raising \$1.5 million, which will be presented to the Board on December 11, 2018.

- Sample report that was prepared for the Centerville Library on Cape Cod: <https://www.dropbox.com/s/jked3ozhbhv5rss/CARLTON-LibraryStudy.pdf?dl=0>
- The cost of the new Agreement is \$20,000 in 5 installments of \$4,000 from August – December 2018, all inclusive (including travel and hotels, etc.)
- Bill Carlton and Gary Webster from Carlton & Co. will be onsite for 20 full days (5 days/week for 4 weeks) over a 10-12 week period conducting the confidential interviews.
- The Library (Michelle, Lara, Chris and Kate) will be sending out letters inviting people to participate in the planning study and will follow up with phone calls scheduling the interviews starting in August through early October.
 - The Board is prepared to invest \$15,000 towards the planning study (\$7,500 from Trust funds / \$7500 from state aid)
 - We are respectfully requesting \$5,000 from the Friends in order to undertake the planning study
 - Lara Helwig (Chair, development committee) and Jocelyn McElhiney (Member, development committee) are here to speak to this request and answer any questions you may have regarding this request

Technology Committee

- Next meeting: **August 2 at 6:30 pm**
- Trustee Mitch Cohen has assumed the Chair of the Tech. Committee
- Planning a 3-year replacement schedule for our public PCs, peripherals and equipment with a preliminary budget
- Continuing to explore the feasibility of an outside electronic sign or bulletin board
- Continuing to consult with Canon USA on a wireless print solution we can offer patrons when our lease agreement renews in December 2018 so that they can send print commands to the public copier/printer using their wireless device

- 150th Anniversary Committee
 - Next meeting: **August 7 at 6:30 pm**
 - 150th Gala will be a joint venue at the Library and C'est la vie Bistro on Saturday, April 6th from 7:00 – 10:00 pm (tentative times, pending approval by the committee and the Board)
 - We are actively seeking quotes from event planners to help plan for the Gala
 - We are considering doing an online auction leading up to the Gala that can raise additional funds for the Library
 - Northborough resident Linda Corbin has joined the committee and will be help plan for the Gala and other activities
 - Terry Crean has generously offered to create a 150th anniversary quilt which will be raffled off at the Gala
 - We will be prominently placed at the start of this year's Applefest Parade on Sept. 16th (please see more info. below)

Applefest Parade and Library Booth at the Street Fair (Sept. 15th – 16th)

- We will have a prominent placement in the Parade and at the Street Fair
- Book Cart Drill Team (led by Captain Katrina), with Red Flyer Wagon Caravan (led by Captain Carly) trailing behind; a call for people with Red Flyer Wagons who would like to decorate them and join us in the Parade is pending
- Michelle Rehill is working on a prototype of a 3-dimensional Book that sits on the book carts and “magically” turns into a Birthday Cake with candles when 3 carts join together...
- We would like to invite Friends Board members and members to join us in the Parade this year and hope you can join us!!
 - Meet at Melican Middle School at 12 noon on Sunday, Sept. 16th
- Michelle Gillespie, Applefest Chair, has offered to provide some funds in order to have some storybook characters or a large puppet walk in the Parade with us
- Giveaways: candy, bookmarks & pencils
- 150th anniversary parade banner (currently on display in front of the Gale Library)
- Will also be conducting the Building/Space Planning Survey at our Street Fair Booth (we will be seeking volunteers)

Proposal to Re-open on Thursday Evenings

- Michelle Rehill and I are planning to meet with Town Administration to discuss our proposed restoration of hours on Thursday evenings from 5:00 – 8:30 pm beginning in January 2019 using approximately \$50K in funds that has been raised in our annual appeals over the past 3 years. We are asking the Town to commit to funding a permanent part-time Library Assistant position, plus an additional 11 hours/week of substitute hours so that we can reasonably cover our 3 service desks one additional evening per week beginning in FY2020.
- John Coderre asked us to postpone this discussion until the close of books for FY2018 is complete and he has a better sense of the Town’s financial condition relative to FY2019; we are waiting for John to agree to a meeting in September in order to plan ahead.

The Apple Café

- Next café will be on August 13 at 12:30 p.m.

Checks Needed for August

- Judy Palken - \$50 (monthly drop-in Nutrition program happening on August 8 at 10 a.m.)

Special Exhibit: Gale Library

- November – December 2018
- Call For Art has been published inviting art submissions which will be juried by the 150th anniversary committee
- Will also include historical materials relating to the Gale Library and the Gale family on loan from the Historical Society
- Opening Reception: November 7th from 6:00 – 8:00 pm (new date); plans are still in process

Gale Forecast – next issue will be coming out on August 1st: Please send me any news you would like to include for August