

Friends of the Northborough Library, Inc.
May Meeting Minutes
May 30, 2018

Present: Ellen Church, Lisa Gardner, Chris Lindquist, Diane Cappelmann and Lisa Hodge.

The meeting was called to order at 7:00PM by Ellen Church. A motion made by Ellen Church to accept the minutes from the previous meeting was seconded by Lisa Hodge. It passed unanimously.

Financial Report: Chris Hodge was not present but provided a financial report for May. Accounts for May are as follows: Total Income: \$2,968.90; Total Expense: \$4,971.52; Net Income: -\$2,002.62. Hanto Restaurant in Northboro made a \$20 donation to the Friends.

Amazon/EBay: On line sale reports for May were submitted. They are as follows: Ellen Church: \$305.20; Diane Cappelmann: \$140.19; Catherine Foster: \$25.52; Lisa Hodge: \$27.92; Charlene Gaca: \$28.35. John Matraia did not report this month.

Trustee/Director's Report: Chris Lindquist was present provided the committee with report for May. Please see attached. The library is currently accepting application for an open Page position. They should have if filled by mid-June. Will Frankian is resigning from the Board of Trustees as well as Chairman of the Technology Committee.

- The library is seeking \$240 for the renewal of Secure by Design a computer software security program. Lisa Gardner made a motion for the library to receive \$240 for the renewal of Secure by Design. Lisa Hodge 2nd it and it passed unanimously.
- The library is seeking \$1,084.34 to purchase uniFLOW inhouse wireless print solution. The money they are seeking comes from the refunded page money that Friends had funded but was not used.

Lisa Hodge proposed giving the refunded \$1,084.34 to the library for the purchase of uniFLOW wireless print solution. Lisa Gardner 2nd the motion. It passed unanimously.

Membership: Lisa Hodge was present. We currently have 109 members.

Apple Memory Café: Carol DeRienzo was not present. Carol submitted expenses for the May café of \$170.68.

Old Business

Basket Raffle: This year's Basket Raffle was a huge success raising \$2,190.00! Thank you to Lisa Hodge for chairing this event.

Summer Reading Book Sale: The Summer Reading Book Sale will be held on Friday June 15th-Saturday June 16th. Currently looking for volunteers for Saturday, please contact Ellen Church if you are available to help.

150th Swag: All swag items have been purchased and are in stock. Ellen Church is planning on reaching out to C'est la vie Bistro and the Purple Rose to see if they would be willing to sell some of the boxes of tea at their checkout areas. We are also looking into some bigger signs to advertise the swag items for sale.

Service Award: This years' service award was given to Carly Schultz a graduating senior at Algonquin. Carly sent a thank you note to the friends. Congratulations Carly!

Page Account Balance: The Page Account Balance is currently at \$1,084.34. Please see Directors report regarding the purchase of uniFLOW wireless print software.

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

New Business

Friends Board Resignation: Sandra Harris has tendered her resignation from the Board of the Friends. We wish Sandra all the best in her relocation and thank her for her dedication and hard work on behalf of the Friends of the Northboro Library. Good luck Sandra!

Next Meeting: Wednesday, June 27th, 2018 at 7:00PM. The meeting was adjourned at 8:00PM.

Respectfully submitted,
Lisa Bazarian Gardner



Friends of the Northborough Library Library Director's Report May 30, 2018

Personnel

- Library Page position should be filled by mid-June.

Library Trustees

- Building/Space Planning Committee
 - We are developing a survey or multiple surveys in order to get feedback from residents about ways we can re-purpose spaces within the building; we are also planning to conduct a number of focus group meetings with specific groups such as seniors, teens, business owners, parents, homeschoolers, teachers and administrators, tutors and others.
 - We may retain an outside consultant to help facilitate this process.
 - Now that we have approval to spend \$53K on repairing the former Internet café in the Gale Library, we will be working with the Town to go out to bid in the next fiscal year starting in July. We will be contracting with 4 licensed contractors to do the work. No timeline has been developed, pending approval from Town Administration to put an RFP together.
- Development Committee
 - Our next development committee meeting was scheduled for June 25th, but is now being rescheduled due to Bill Carlton not being available.
 - The Board approved the proposed blended case statement (please see attached) which we will be refining with input from Bill. Once it is finalized, we will be having a 3-fold brochure professionally designed and printed so that it can be used in individual meetings with stakeholders and prospective donors.
 - Anticipated fundraising goal: \$1.5 million
 - Quiet phase: Summer 2018 – Winter 2019
 - Public phase: Kicks off at the 150th Gala on April 6, 2019
- Technology Committee
 - Committee Chair Will Frankian has resigned from the Board following his acceptance of a new job in Bedford, MA.
 - We are seeking a new Trustee to replace Will and committee assignments will be made at the next Board meeting on June 12th.
- 150th Anniversary Committee
 - 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)

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.

The Apple Café

- Next café will be on June 11th at 12:30 p.m.

Checks Needed for June

- Adam Miller - \$400 (final concert in the Spring Music Series)
- Westborough Inn - \$90 (per contract with Adam Miller)
- *Secure By Design (Ninite) - \$240 (renewal of our annual subscription)
- Judy Palken - \$50 (monthly drop-in Nutrition program)

*Note: Ninite is an online product that manages all of the updates to our 21 public computers so that we don't need to manually update them whenever updates occur; our onsite tech. consultant, Mike Harradon, recommends we renew this annually in order to maintain our PCs, including security updates. By automating these updates, we save a significant amount of staff time.

Future Request:

- **uniFLOW (Canon USA) - \$1,084**
- Note: I am proposing we use the unexpended funds on hand for the Library Page position which the Friends funded, and which the Town is now funding, in order to order a subscription to uniFLOW, the in-house wireless print solution used by Canon USA so that our patrons and staff can send wireless print commands to the Canon multi-function machine in adult services.
- Total cost for one-year subscription (\$150) plus initial point of purchase (\$1684) = \$1834.
- We will use \$750 in state aid funds to cover the remaining balance.

Gale Forecast – Summer (June – July) 2018 issue

- 8-page issue for summer
- Devoting one full page to the Friends
- Will be published and distributed on June 1st

