

NORTHBORO FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES FOR DECEMBER 13, 2016

PRESENT: Bobby Babcock, Jack Sharp, Jocelyn McElhiney, Michelle Rehill, Ralph Parente, Leslie Homxie, Lara Helwig, William Frankian, Jim Hogan.

ALSO PRESENT: Chris Lindquist, Deborah Hersh, Katrina Ireland

NOT PRESENT: Bonnie Kranz.

CALL TO ORDER AND OPENING REMARKS

Michelle rehill, Chair, called the meeting to order @ 7:25 PM.

The annual gifts from the Friends to the Library Staff were presented and happily received.

APPROVAL OF THE MINUTES

The minutes of the meeting of November 8, 2016 were approved by unanimous vote.

FINANCIAL REPORT

Library Director, Chris Lindquist reported that at this half way point in the fiscal year the Library has spent 42% of its operating budget and 37% of its salary budget for an overall percentage of 39%. We are on track. This exception is building maintenance, which should be increased.

LIBRARY DIRECTOR'S REPORT

Chris has submitted a proposal to the Town Administrator to create a revolving account that will allow the library to retain any fees collected during the year, as is the practice with most other Town departments. The current practice for the Library is to have fees returned to the general Fund. A Warrant Article will be submitted to Town meeting to lump the Library in with these other departments. Lumping eliminates the need for separate articles for each department.

John Coderre, Town Administrator, will present his annual financial projections at an open meeting in the Library on December 15. The Library is expecting increases of 3-4%.

To date there has been no response from the Town to the Library's proposed "Third Thursday's" pilot project. This would partially restore the Thursday evening openings. Thus, the restored openings probably won't happen any time soon.

The RFP for cleaning and light maintenance is still pending with the Town. Moura's Cleaning Service will clean all upholstered furniture during December.

Chris has drafted a preliminary grant proposal to the MBLC to provide delivery service of library materials to home bound residents. Chris has contacted the Senior Center and Trinity Church asking for their support. Chris would be the project manager. The completed grant proposal is due on April 7, 2017.

Chris reported the disturbing news that approximately \$2,250 worth of DVDs and Video games has been stolen from the Teen Services area. The police have been contacted and are investigating. In the meantime, "dummy cases" will be in the public areas and the actual discs held in the workroom.

COMMITTEE REPORTS

Technology Committee chair, Will Frankian reported on The Minecraft Development Plan. This will utilize the services of consultant, Alex Cline. This is, apparently, a computer game project that will require server space, user accounts and will occur in the Library. Total costs are about \$1400. Of this, \$1000 will come from a generous gift from Mrs. Arlene Marshall in memory of her son Christopher. The remaining \$400 has been approved as a donation from the Friends of the Northborough Library. The Board voted unanimously to approve this project

The Time line for the technology report;

- February 2017 Draft preliminary tech Plan with measurable objectives, goals, and activities
- April 2017 Determine emerging technologies that will be included in the 1st 2 years of Tech Plan.
- July 2017 Update proposed Tech Plan w/ proposed budget
- October 2017 Final draft of tech plan & budget before present to Board @ December meeting.
- December 2017 Present proposed Tech Plan to Board of Trustees and submit approved Tech Plan to MBLC.

The new Library app for mobile devices, Boopsie, will be launched on 12.12.16. Active promotion of the app will begin the week of December 8. The app can be found at the Google Play Store, search under Northboro Library.

Branding Committee chair, Michelle Rehill reported that Stirling Technologies has designed 3 new sub brands (logos) for children's, teen, and adult services. The Friends has yet to decide on their new logo. The Library's website will be updated to reflect the new brands.

Development Committee chair, Lara Helwig reported that we have received so far 145 donations to our second annual fund appeal as of 12.9.16. This amounts to \$11,000 or nearly 58% of our overall goal of \$2000. A second, more personalized, letter was sent out on November 22.

Additional items

The Library Snow Policy has been updated and posted. In addition, the Town Administrator may designate the Library as a "warming Center" in emergencies. The Library is pleased to be so designated and to provide such services to residents.

Well known mystery author Hank Phillippi Ryan will be appearing at the Library on December 14 as part of her nationwide book promotional tour. Reference Library Assistant Donna Kafel has coordinated this event with support from The Friends.

The Friends donated \$6,150 to the Library at their last meeting on November 30. These funds will be used to;

- Purchase new shelving
- Partially fund Stirling Technologies through May, 2017.
- Purchase a new floor mat for the Children's Room new "stroller parking area"
- Fund a new, locally crafted, mobile book storage & cubby to augment the Mind in the Making grant.

The Friends also elected their 2017 slate of officers;

- President - Ellen Church
- Treasurer - Chris Hodge
- Membership - Lisa Hodge

Clerk – Lisa Gardner
Directors – Diane Cappelmann and Sandra Harris.

A local photographer will be creating a “virtual tour” of the library. He will be using Google Street Virtual Tour to take interior and exterior images of the building. The “tour” will be available on the Library website. Some privacy concerns were raised around this project. Chris will investigate further and will consult with the police.

The next Board meeting will be Tuesday, February 7, 2017 @ 7:30 PM

There being no further business, the meeting was adjourned at 8:30 PM

Respectfully submitted

Jim Hogan
Co-Secretary