

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES MARCH 20, 2018**

**PRESENT:** Jocelyn McElhiney, Jack Sharp, Bobby Babcock, Michelle Rehill (Chair), Ralph Parente, Will Frankian, Mitch Cohen, Jim Hogan,

**ALSO PRESENT:** Chris Lindquist, Bonny Krantz

**CALL TO ORDER AND APPROVAL OF THE MINUTES:** Chair Rehill called the meeting to order at 7 PM. The Minutes of the meeting of February 13 were approved as submitted.

**FINANCIAL REPORT:** (Chris Lindquist). The budget is on target with a 68% expenditure rate.

**TREASURER'S REPORT:** (Bobby Babcock) YTD expenditure from trust funds, \$6,343 (about the same as last year.

As of 12.31.17, we have received \$14,894 to the Annual Fund Campaign. Many more donations were received in the new year bringing the total to \$23,000.

We over expended in the Adult Friends Programing. This was due to a delay in receiving approved funds from the friends. This will not occur in the second half of this FY.

**LIBRARY DIRECTOR'S REPORT:** (Chris Lindquist) Chris will be reviewing the **FY 19 budget** request with the Appropriations Committee on March 22. Town Administrator, John Coderre has indicated overall increases in departmental budgets of 3.5%. A budget complication has been the unexpected increase in students at ARHS in the coming year.

**Personnel.** Temporary part-time Outreach Services Coordinator Rick Starzyk is now working Tuesdays and Wednesdays (10:00 – 1:00 PM). The Town advised that we hire Rick as a temporary employee at the Library Assistant level to avoid any state mandated restrictions relating to independent contractors. Rick will terminate with the Grant on October 1, 2019. Otherwise, we are not expecting any staff additions. However, we will continue to request restoration of our open hours and note that we have 4.0 fewer staff than our peers. A discussion ensued about using library trust funds to initiate restoration of some lost hours with the Town expected to assume full payment after a specified period of time. This should be secured in writing before moving forward. We will also be requesting \$1000.00 to hire a "handyman" to do routine chores.

**Building.** The recent town wide power outages effected the library's boiler, HVAC, security alarms. A back-up generator would have prevented this. We may want to include a request for such a generator as we review physical space. It could also power our servers, computers and lighting and allow the library to be designated as an emergency warming center during serious storms.

**LSTA Grant:" Library on the Go"** This is the tagline for the Outreach services project. We are waiting for the final version of the logo from our graphic artist. Two community forums will be held to inform the public about this program and to recruit volunteers (Saturday March 17, 1 – 3 PM and Monday, April 2 from 6 – 8 PM). Chris will also be meeting with the Northborough Interfaith Clergy Association and BayPath Elder Services to gain their input.

Local history collections. Chris and staff have met with Roving Archivist Rachel Onuf regarding the care, maintenance and use of our local history collections. Her report is pending and will be shared with the Town Clerk and the Northborough Historical Society.

**Committee reports.**

**150<sup>th</sup> Anniversary Committee** (Mitch Cohen). Next meeting is April 3 @ 6:30 PM. With the Historical Society and NCTV, 100 items relating to the Gale family have been scanned and will be available online and on NCTV. The Birthday Party will be on April 8 and the celebratory banners are ready. Anniversary polo and tee shirts are available for purchase by the Trustees.

**Development Committee.** (Lara Helwig). The next meeting will be March 12 @ 7 PM. Consultant Bill Carlton will meet with the committee to review the proposed establishment of an endowment fund. Before the meeting Bill will meet privately with the few stakeholders with whom he has not yet met including Jim Hogan (occurred on March 12), Jason Perreault, John Coderre and Janice Hight..

**Building & Grounds/Space planning Committee.** (Lara Helwig). The next meeting is March 12 @ 7 PM. (Due to the storm this has been re-scheduled to March 27 @ 7 PM) Trustees are encouraged to visit other local libraries that have recently expanded or renovated to gain ideas on space, furnishings, and signage,

**Miscellaneous.** (Chris Lindquist, et al). Word of Mouth marketing (WOMM) participating 25 libraries will be meeting in Northborough on March 22.

Carol DeRienzo has moved the Apple Memory Café to the 2<sup>nd</sup> Monday of the month.

The Rotary Club is interested in helping fund the library's emergency defibrillator (AED) with \$1000.00 Thanks to Textile Tarts for the \$500.00 donation for new lighting in the display case in the lobby. They will mount a doll exhibition in May

Chris also reported on white supremacist literature left in specific (Nazi related) books in the library. The police have been notified and staff are being extra vigilant in case this re-occurs.

Due to recent violent events in libraries (Winchester) and schools, Chris will be regularly briefing Trustees on any events and security issues.

The meeting adjourned at 8:01 PM. The next Trustee meeting is Tuesday April 10, 2018 @ 7 PM.

Respectfully submitted,

James Hogan, co-Secretary