

NORTHBORO FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES, APRIL 11, 2017

**PRESENT:** Jack Sharp, Jocelyn McElhiney, Michelle Rehill (Chair), Will Frankian, Ralph Parente, Jim Hogan  
**ALSO PRESENT:** Katrina Ireland, Bonny Krantz, Chris Lindquist, Lou Divigula (guest)

**NOT PRESENT:** Lara Helwig, Bobby Babcock, Leslie Homzie

**CALL TO ORDER AND APPROVAL OF THE MINUTES:** Chair, Michelle Rehill called the meeting to order at 7:30 PM. The minutes of the meeting March 14 were approved by unanimous vote.

**FINANCIAL REPORT:** With 75% of the FY over, the budget is still on track. As usual, building maintenance is over budget. However, this is offset by other accounts that are under budget.

**LIBRARY DIRECTOR'S REPORT:**

Library Interns: A newly passed state law stipulates that unpaid interns must be working to receive academic credit from an accredited academic institution (i.e. Simmons GSLIS). Chris and Katrina are in discussions with Assistant Town Administrator, Kim Foster to review the Library's proposed internship program. It is hoped to have a credit worth program in place for next Fall.

Building: Maura's Cleaning Service continues to service the library. Carpets in the public areas will be professionally cleaned this Spring. An RFP for light cleaning and maintenance will go out on July 1. A recent fire inspection revealed that the right-side door of the former entrance is inoperable.

The Apple Café: The Library is initiating a memory café for those with memory issues. Opening date is May 3 from 2 – 4 PM. Light refreshments, music and crafts will be on the agenda. This is a partnership between the Library and the Senior Center. The café will operate on the first Monday of each month and is dependent on local business sponsors and donors. The café is modeled on an existing café at the Shrewsbury Public Library.

Adult Services Programs: Four adult programs are scheduled in the coming month.

April 10 @ 6:30 "meet your local poets".

April 12 @ 7:00 "Henry Beston's Cape Cod", with Don Wilding.

April 24 @ 6:30 "Beekeeping in Northborough" with Katy DeGraaf

May 10 @ 7:00 "Pause" with licensed therapist Sarah Hamelin.

September – December, 2017 " Faith Traditions in America". These will be round table discussions led by local clergy representing Christian, Jewish and Muslim congregations. A second series is planned for the Spring of 2018.

Senior Outreach: proposed LSTA Grant to provide services to the homebound.

Chris has submitted the final draft of a proposal to the MBLC. The request is for \$18,100 in support of a two year program.

**COMMITTEE REPORTS:**

Branding & Marketing. Chair, Michelle Rehill reported that the committee has revised the "Gate Forecast", created the new library letterhead, business cards and welcome packets. Funding from Miscellaneous Issues

Avidia Bank is most appreciated.

Technology Committee. Chair, Will Frankian reported on the new digital display signage in Children's Services and work on Virtual Reality (VR) and Augmented Reality (AR). Teen Services Librarian, Bonny Krantz reported on the favorable update on Minecraft.

Development Committee: Chair, Lara Helwig reported that the committee is presenting a final draft of the RFP to retain a fundraising consultant. This request requires Board Approval. **The Board voted unanimously to approve this request.** The Committee also seeks approval to spend \$5000 from the General Trust Fund to pay for the consultant. The Committee is also asking for \$5000 from the Friends in order to have \$10,000 available. The goal is to present a final Development Plan to the Board at the December meeting.

#### **Miscellaneous Issues**

1. A request from a parent to hold a fundraising event associated with Destination Imagination. This would help defray the costs of students attending a national competition in Knoxville, TN
2. A local patron, who has self-published, asks for a reading, signing and selling of his book in the Library. The reading and signing are OK, but the commercial activity is not.
3. A student photography exhibit will be hosted in April and May
4. Chris attended a breakfast meeting of the Corridor Nine Chamber of Commerce. He plans to become a member of the Chamber along with other non-profit leaders.
5. The Friends will hold the annual Staff Appreciation Day on April 20.
6. Deb Hersh will be participating in Activity Fair at ARHS on April 20.
7. Deb Hersh and Katrina Ireland will be presenting at the annual MLA conference in Hyannis on May 22.

**THE NEXT MEETING OF THE BOARD WILL BE TUESDAY, MAY 9,@ 7:30 pm**

**THERE BEING NO NEW BUSINESS BEFORE THE BOARD, MICHELLE REHIL ADJOURNED THE MEETING AT 8: 23 PM.**

**RESPECTFULLY SUBMITTED.**

**CO-CHAIR, JIM HOGAN**