

**Northborough Free Library  
Board of Trustees  
Meeting Minutes for December 8, 2015**

**Present:** Jane Clark, Lara Helwig, Jim Hogan, Leslie Homzie, Ralph Parente, Michelle Rehill, Jack Sharp, Barbara Virgil

**Also Present:** Christopher Lindquist, Katrina Ireland

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:30 pm. Lara gave the update that James Pini has resigned as a trustee due to relocation, and we will be looking for a replacement. Michelle Rehill brought the holiday gift baskets for the library staff.

**Approval of the minutes**

Jack Sharp moved that the minutes from November 10, 2015 be approved; Michelle Rehill seconded the motion. The minutes were approved by a unanimous vote.

**Financial Report**

Chris gave the update that the HVAC line is almost expended; we can tap state aid if needed. Otherwise, spending is on track.

**Librarian's Report**

Chris gave the update that Nancy Hallock resigned from her position in the circulation department to take a full time position at another library. It will likely take six to eight weeks to find a replacement; in the interim the library will look to using temporary services. The fire department stopped by for a quarterly inspection of the building. Trustees voted to sell *Discourse*, by Benjamin Coleman, for \$1000 to David M. Lesser Fine Antiquarian Books. Jim Hogan moved, Jack Sharp seconded the motion, and it was approved by a unanimous vote. Library staff requested to have training from the police about how to respond to an emergency situation; training is planned for January.

**Action Plan FY 2017:**

These include plans to apply for more grant funding, and explore ways to partner with local organizations (senior center, etc.). In addition, look to establishing online classes, and expand services to the homebound.

**Committee Reports**

Lara reported that the Advancement Committee plans to send an annual fund appeal letter to all Northborough residents. The trustees voted to send the letter; Jack moved, and Michelle seconded the motion, it passed by a unanimous vote. The trustees also voted to establish a gift account –unrestricted account – Barbara moved, and Michelle seconded the motion, and it passed by a unanimous vote. The trustees voted to use the Sherman fund to pay for the bulk mailing, but not to exceed \$10,000. Michelle moved, and Jack seconded; and the motion was approved by a unanimous vote.

Jack reported from the Technology Committee. They are working on ways to improve the technology workflow to reduce the amount of staff time and resources needed to maintain the daily operations. Additionally, they are surveying the landscape for initiatives and emerging technologies. They will establish a technology plan.

**Date of next meeting**

The next meeting will be January 12 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:16.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

December 8, 2015 Agenda

November 10, 2015 Minutes

December 2015 Financial Report

December 2015 Librarian's Report

November 2015 Children's Services Report

November 2015 Teen Room Statistics

Gale Forecast, December 2015

FY 17 Action Plan

MBLC Trustee Handbook Fundraising Tips

Annual Fund Appeal Letter, 2015