

Northborough Free Library
Board of Trustees
Meeting Minutes for February 9, 2016

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

Also Present: Christopher Lindquist, Deborah Hersh, Katrina Ireland, Bonny Krantz

Call to order and opening remarks

Lara Helwig, Chair, called the meeting to order at 7:31 pm. Bobby Babcock was introduced as a new library trustee.

Approval of the minutes

Jack Sharp moved that the minutes from January 12, 2016 be approved; Michelle Rehill seconded the motion. The minutes were approved by a unanimous vote.

Financial Report

An additional \$2700 is due for equipment and technology if the Library goes with Guardian Information Technology to fix a Windows 10 problem on all computers. Chris mentioned that funding may need to come from state aid. Jack questioned some accounting details on the spreadsheet – Chris will revisit the Excel formula with Kate.

FY16 Appropriation Report

Chris is waiting to hear about the next meeting with the Appropriation Committee.

Trust Funds

The \$145 from Skinner will be deposited in the Miscellaneous Fund.

Librarian's Report

Library staff is in the process of interviewing candidates for the open circulation positions; offers will be made next week. Julie Bozicas, Children's Department, will be retiring this March. Her position will be posted soon. The Library will be using BiblioTemps staffing to fill in during Bonny's maternity leave. There was a discussion about revising the Meeting Room Policy to include Northborough business owners. We will revise the policy at a future date. The Patron Behavior Policy has been revised to reflect updates on personal hygiene; Town Counsel is reviewing the document. The Children's Department has received over 40 responses to its recent survey.

Committee Reports

Lara reported that the Development Committee has not met recently; there are plans to meet in late February. Jack discussed the Technology Committee report that was submitted in the meeting packet, including updates from the Existing Technology Maintenance Plan subcommittee, and the Emerging Technologies subcommittee. Michelle reported for the Branding & Marketing Committee. The RFP is ready to go soon. They are looking into hiring an intern to help with some projects. They committee will meet again in April.

Date of next meeting

The next meeting will be March 8 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:21.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

February 9, 2016 Agenda

January 12, 2016 Minutes

February 2016 Financial Report

February 2016 Librarian's Report

January 2016 Children's Services Report

January 2016 Teen Room Statistics

February 2016, Technology Committee Minutes

Gale Forecast, February 2016