

Northborough Free Library
Board of Trustees
Meeting Minutes for March 8, 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, Jason Perreault

Call to order and opening remarks

Lara Helwig, Chair, called the meeting to order at 7:30 pm. Lara announced that she has renewed to serve as a trustee for another term, but she encouraged all trustees to think about their commitment to serving on their next anniversary for renewal.

Approval of the minutes

Jack Sharp moved that the minutes from February 11, 2016 be approved; Michelle Rehill seconded the motion. The minutes were approved by a unanimous vote.

Financial Report

Chris gave the update that the materials budget and other lines are on target. The HVAC was a bit high, but typical to go over budget for that line.

Trust Funds

Barbara confirmed that by April the trust fund monies will be moved out of St. Mary's to the Town's accounting system.

Librarian's Report

Chris mentioned that the Appropriation Committee will meet March 16 at 7pm. He also gave new trustee Bobby Babcock a tour of the Library. Danielle Yanco and Anne White were hired as the new part-time Circulation Assistants. The Library has received over 40 applications for the Children's Room position. Chris and Katrina will interview 8 to 10 candidates on the first round; they plan to fill the position by late April. The Library has received additional meeting room requests from business owners – a number of these are not located in Northborough. This issue was discussed, and the trustees agreed to limit room use to Northborough businesses. The Town Counsel reviewed and revised the Patron Behavior Policy – trustees voted on the revised policy -- Jack Sharp moved, Michelle Rehill seconded; it passed by a unanimous vote. The trustees also discussed the Public Comment Policy. We voted to revise the document to read that the public can make comments at the close of the Library Board of Trustees monthly meeting -- Jim Hogan moved, Jack Sharp seconded; it passed by a unanimous vote. Chris mentioned that new computers for the Library staff have been ordered, and they should arrive soon. We also discussed the best way for the Library to move forward to plan a volunteer recognition event. Chris also reminded us that he is working with the Northborough Historical Society to plan an Antiques Appraisal Day in June.

Committee Reports

Lara gave the update that the Development committee plans to meet in April. Jack gave the update for the Technology committee; a proposal will come out in April from the group about the existing technology base, and a second one in December about what the Library should embrace as emerging technologies. Michelle gave the update for the Branding & Marketing Committee: the RFP has gone out, and they are waiting for proposals.

Date of next meeting

The next meeting will be April 12, 2016 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:21.

Respectfully submitted,

Leslie Homzie, Secretary

Documents used during the meeting:

March 8, 2016 Agenda

February 11, 2016 Minutes

March 2016 Financial Report

March 2016 Librarian's Report

February 2016 Children's Services Report

February 2016 Teen Room Statistics

March 2016, Technology Committee Minutes

Gale Forecast, March 2016

Massachusetts Public Library Trustee Handbook

Public Comment Policy

Patron Behavior Policy