

Northborough Free Library
Board of Trustees
Meeting Minutes for October 11, 2016

PRESENT: William Frankian, Jocelyn McElhiney, Michelle Rehill, Ralph Parente, Jack Sharp,
Lara Helwig, Jim Hogan

ALSO PRESENT: Jason Perreault (Board of Selectmen), Christopher Lindquist (Staff), Deborah Hersh (Staff), Katrina Ireland (Staff)

NOT PRESENT: Bobby Babcock, Leslie Homzie

Call To Order and Opening Remarks

Michelle Rehill, Chair, called the meeting to order @ 7:30 PM. She then welcomed William Frankian as the new Trustee.

Approval of the minutes

Jack Sharp moved to approve the minutes of the September 13 meeting. The motion was seconded by _____ . The minutes were approved by unanimous vote.

Financial Report

Chris gave a financial report that stated that the expenditures to date were “right on target” and his numbers supported that.

Librarian’s Report

Chris reported that after two rounds of interviews, he and his staff have hired Spencer Stevens as the new Part-time Reference and Adult Services Librarian. He will begin on October 18. Spencer has an impressive background and plans on obtaining his MLS from Simmons. Deborah Hersh will oversee his orientation.

Chris and Bonny will be interviewing candidates for the part-time Library page position. All candidates are students at ARHS.

Assistant Town Administrator, Kim Foster is working on centralizing janitorial services for the Library and the Senior Center. It is expected that an award to the best bidder will be made in November and that the contract will begin January 1, 2017. Library windows have been professionally cleaned and look “great”. Pending is a contract to have the same firm (Moura’s) clean the library upholstery. HVAC

transition from summer to fall has gone well. CFL bulbs have been properly disposed of with the assistance of the Town engineer.

Thankfully, the Library has received a onetime transfer from the Town of \$5,353 to cover the 2% raises for non-contractual employees. The revised appropriation figure of \$764,317 was used to calculate the Minimum Appropriation (MAR) and was reported to the MBLC. This figure meets state requirements and allows the Library to be removed from the State waiver list.

Library statistics submitted to the MBLC show that overall usage of the library has increased significantly. This data will be reported to the Town Administrator.

Katrina, Bonny and Chris met with Superintendent of Schools, Christine Johnson to explore collaboration opportunities.

Planning is going well for Antiques Appraisal Day to be held on October 15. Ellen Church of the Friends is managing this.

Committee Reports

Long Range Planning: Jack Sharp asked that the Board pass the Annual Action Plan at the Nov. 8 meeting. This is necessary to continue to maintain grant eligibility for FY 18.

Technology: Jack Sharp reported that the switchover to the new server and clients continues to go well.

Branding & Marketing: Michell Rehill showed the library logos produced by our consulting firm, Stirling. The new brand will go public on October 15.

Development: Lara Helwig reported that the annual fund appeal will be mailed out on October 11.

There was no other new business.

Chair Michelle Rehill adjourned the meeting at 8:25 PM

The Next meeting of the Board will be on Tuesday, Nov. 8, 2016.

Respectfully submitted,

Jim Hogan, Secretary