

Northborough Free Library  
Board of Trustees  
Meeting Minutes for November 10, 2015

**Present:** Lara Helwig, James Pini, Michelle Rehill, Jack Sharp, Barbara Virgil, Ralph Parente, Jane Clark

**Also Present:** Chris Lindquist, Deborah Hersh, Katrina Ireland, Bonny Krantz

**Not Present:** Leslie Homzie, Jim Hogan

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:30 pm.

**Approval of the minutes**

Jack moved that the minutes from the October 13, 2015 meeting be approved. Michelle seconded the motion. The minutes were approved by a unanimous vote.

**Financial Report**

*FY16 Appropriations Report*

Chris pointed out a few accounts that are frontloaded in the first half of the year such as Contractual, and Office Supplies. Next month will show approximately \$4,000 for a refurbished boiler pump.

*FY16 Trust Funds Report*

Barbara gave an update on where the Trust Funds are in the process of account consolidation. It is expected that by the end of April 2016, all funds will be consolidated (as CD's mature).

*Proposed FY17 Budget*

Chris submitted a proposed FY17 Library budget to the town. It was a "level service budget" request, with an overall increase over FY16 of ~\$20k. Jack asked if the budget would meet the Municipal Appropriation Requirement ("MAR") for state aid (after several years of requiring a waiver). However, this will not be known until the final town budget is approved, since the MAR is a formula-based calculation.

Chris also submitted a FY17 supplemental budget request, which is meant to support the goal of responsibly restoring lost library operating hours. In FY09 the library was open for 59 hours a week whereas currently the library is open 53. The supplemental request proposes the hiring of three new part-time library assistants at 19 hours per week in order to reopen the library on Thursday evenings from 5-8:30pm.

Chris also covered an updated Library Department Statement, Library Organizational Chart, FY16 Accomplishments, FY17 Goals and Initiatives, and Library Programs and Services.

**Library Director's Report**

Chris reported that the Library is currently submitting its MAR waiver request for FY16. The library is only ~2.5% below the MAR, less than in previous years. Chris reported that he signed a new copier lease this week. Chris also reported that there have been some petty vandalism in the teen room in recent weeks. In response, the Police have conducted random walk-throughs, and Chris believes it is now under control.

*Personnel update*

Two library personnel have returned from medical leave, and another is going on maternity leave in 2016. The library is planning to hire a substitute part-time reference librarian.

### *Building update*

There have been a number of false alarms over the past month. The motion detectors were cleaned, and appears to have possibly solved the problem.

### *Revised photo release form*

The town counsel had several updates to the revised photo release form language. Jack moved to approve the revised photo release form, Michelle seconded the motion, and the motion passed by a unanimous vote.

### *Revised Child Safety policy (formerly Unattended Children policy)*

In response to a unanimous letter from a patron on the Library's Unattended Children Policy, the Library looked at several other libraries, and determined that the age at which children could be left alone at the library was out of step with what is typical. The median age at other libraries was 9, whereas the Library's current policy was 12. The policy was revised and presented to the Board to revise the age to 10 (Policy now called the "Child Safety Policy"). The board suggested one change, to specify that a "responsible adult" had to be at least age 14. Jack motioned that the Child Safety Policy subject to this one change be approved, Michelle seconded the motion, and the policy was approved by a unanimous vote. The change required that item 8 of the Patron Behavior Policy be updated to "leaving a child under the age of 10" from "leaving a child under the age of 12". Jack motioned that the Patron Behavior Policy be updated in this sole regard, Michelle seconded the motion, and the motion was approved by a unanimous vote.

## **Committee Reports:**

### *Development – Annual fund appeal letter*

Lara reported that the committee will discuss the first annual appeal letter at its upcoming (first) meeting. A draft of the letter was presented to the board. They will have a goal of raising \$20,000 in this year's appeal, and will further discuss content, as well as to whom to send letters (e.g. businesses, individuals, households).

### *Technology*

Jack reported that the committee had its first meeting in October. The committee is currently looking at other library technology committee plans. Initial committee goals are to A) determine whether existing library technology investments are being maintained and upgraded in ways and on schedules in keeping with industry standards and best practices. Is this maintenance and upgrading being conducted at minimum drain on library resources?; B) Survey the evolving technology landscape to select the most promising new technology applications, determine their readiness for implementation, and prudently recommend pilot implementation of the most promising.

### *Branding & Marketing*

The branding committee's first meeting is November 18<sup>th</sup>.

## **Any Other Business that may come before the Board**

### *Proposed Holiday Hours Closings*

Chris proposed the following:

- November 25 - close at 5:00 p.m.
- December 24 - close at 1:00 p.m.

- December 26 - close all day (Most of our neighboring libraries are planning to be closed)
- December 31 - close at 5:00 p.m.
- January 2 – I propose we open, as usual

Jack motioned to approve the above closings, Michelle seconded the motion, and the motion was approved by a unanimous vote.

*Other*

Ralph and Jane both attended the Massachusetts Library Trustees Association's meeting at the Northborough library over the weekend. Both were highly complimentary of how the meeting went.

**Date of next meeting**

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

The meeting was adjourned at 8:36pm.

Respectfully submitted,

James Pini, co-secretary

Documents used during the meeting:

November 10<sup>th</sup>, 2015 Agenda  
 November Librarian's report  
 October 13<sup>th</sup>, 2015 Minutes  
 October 2015 Financial Report  
 October 2015 Teen Room Statistics  
 October 2015 Children's Room Statistics  
 FY2017 Proposed Library Budget  
 FY2017 Proposed Supplemental Budget Request  
 Package including: Library Department Statement, Library Organizational Chart, Library FY2016 Accomplishments, Library FY2017 Goals and Initiatives, Significant Budget Changes or Initiatives, Library Programs and Services, and Library Personnel Summary  
 Library Board of Trustees Trust Funds worksheet  
 Launch of the NFL Technology Committee  
 Draft of Annual Appeals Letter  
 Consent and Release for use of Photograph and/or Name form  
 Patron Behavior Policy  
 Unattended Children Policy  
 Revised Child Safety Policy