

Northborough Free Library
Library Board of Trustees
Meeting Minutes
January 8, 2019

Present: Michelle Rehill (Chair), Mitch Cohen, Lara Helwig, Jocelyn McElhiney,
Ralph Parente, Richard Tucker
Absent: Jim Hogan
Staff Present: Chris Lindquist (Library Director), Deborah Hersh, Bonny Krantz
Others: Hamilton Soriano (Trustee Appointee, pending swearing-in)
Jason Perreault (Selectmen Liaison)

Michelle Rehill called the meeting to order at 7:01pm, in the Conference Room at the Northborough Free Library.

Motion made by Jocelyn, seconded by Richard, to approve the minutes of December 11, 2018, as presented. Vote unanimous in favor.

Chris presented his budget update. There were no questions.

Chris presented a proposed holiday closing schedule for 2019. In addition to state and federal holidays, the Library would close the Saturday prior to Memorial Day and the Saturday prior to Labor Day. The Library would close at 3pm the day prior to Thanksgiving, 1pm the day prior to Christmas, and 5pm the day prior to New Year's Day. Staff training date(s) may be added based on subsequent discussion. Motion made by Jocelyn, seconded by Mitch, to approve the holiday closing schedule as presented. Vote unanimous in favor.

Chris presented a proposed policy to accept Valid Government-Issued Photo IDs in lieu of a library card to borrow materials. Motion made by Lara, seconded by Jocelyn, to approve the policy as presented. Vote unanimous in favor.

Chris summarized other items from his written report, including the Town's Annual Report, the Town Classification and Compensation Study, a State Aid award, and the Library Legislative Breakfast to be held at our library on February 8, 2019.

Mitch, Chair of the 150th Anniversary Committee, gave a Jubilee update. \$2,000 in sponsorships have been committed. Additional sponsors are anticipated. The goal is \$10,000. With sponsor support, tickets will go on sale in early February. Event date is April 6, 2019.

Lara, chair of the Development Committee, gave an update. Approximately \$16,000 has been raised to date in the Annual Fund Appeal, of a \$25,000 goal. Average donations are up \$30 to \$105. Much discussion took place regarding the recent Carlton & Company report and potential related next steps. Members expressed concern regarding the deliverables regarding this report.

Discussions took place on the potential Development Committee's Case Statement. Michelle reviewed prior discussions, including those with Town Administrator John Coderre, regarding restoring hours cut several years ago. Michelle repeated a previous understanding that the Trustees would fund 100% of Thursday evening hours for the first year, with the Town progressively taking financial responsibility over a three-year period through additional appropriations. Michelle and Chris have requested meetings with John over the past several months, without response.

In further Case Statement discussion, Lara suggested the inclusion of minor building renovations, the recently-opened endowment fund, and potential Sunday hours. Lara recommended the next goal of the Development Committee would be to develop relationships, not to immediately ask for money. This may eventually include estate planning discussions.

In a brief discussion of the Library's web site, Deborah suggested the web site is like a branch of the library itself, due to Libby, Kanopy, and many other electronic resources.

Michelle reminded the Board of the next meeting, on February 12, 2019, at 7pm.

Motion was made by Jocelyn, seconded by Lara, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 8:26pm.

Respectfully submitted,

Mitch Cohen