

Northborough Free Library
Library Board of Trustees
Meeting Minutes
November 13, 2018

Present: Michelle Rehill (Chair), Mitch Cohen, Lara Helwig, Jocelyn McElhiney,
Richard Tucker
Absent: Bobby Babcock, Ralph Parente
Staff Present: Chris Lindquist (Library Director), Bonny Krantz

Michelle Rehill called the meeting to order at 7:06pm, in the Conference Room at the Northborough Free Library.

Michelle reported one application had been received for the current Board vacancy. An interview is scheduled for the coming week.

Chris distributed a new edition of the MBLC "Trusty Trustee Handbook" to all members present.

Chris distributed information regarding an MBLC Trustee event to be held Saturday, November 17, 2018, at the Shrewsbury Public Library, from 9:30am to 1:00pm.

Chris informed the Board that Bobby Babcock had provided notice, by email, that he would be moving out of town in January and thus would be resigning from his position on the Board.

The Meeting Minutes of October 9, 2018 were reviewed. Motion was made by Lara, seconded by Richard, to approve the minutes as presented. Vote was unanimous in favor, with Jocelyn abstaining.

Chris presented his Library Director's Report:

- Kim Foster has been provided all details on the Gale construction project and will be handling the advertising. Construction is likely to begin in Spring, 2019.
- A carpenter has reviewed work needed to restore the Gale pocket doors to operating order. The carpenter estimated the cost at \$1500.00, and indicated the work could be handled by a handyman. Lara suggested Chris review any ADA implications of making the doors operational.
- The FY2020 budget request was presented, at a total of \$862,222. This request has been provided to John Coderre, Town Administrator. Chris provided a summary of each budget category. Discussion took place regarding the technology / new equipment items. Discussion took place regarding a plan to acquire equipment this coming January to enable patrons to print from the Library's WiFi network.
- The Usage Statistics report was discussed. Changes include an expected small decrease in physical book borrowing, and a substantial increase in reference transactions.
- Chris recommended the Library allow out of state residents to get a library card, subject to joining the Friends at a current cost of \$12 per year. By consensus, the Board expressed support.
- The new online meeting room reservation system, EK Rooms, is expected to be available November 15, 2018.

Committee Reports were provided:

- Michelle reported the Administrative Committee has not met recently.
- Michelle reported the Long Range Planning Committee has no report.
- Mitch reported the Building and Grounds Committee has not met since the last Board meeting. He referenced Chris's update on the Gale construction project. The building use survey has 160 responses, with a goal of 350 by the end of December.
- Lara reported the Development Committee has received \$6,674.00 thus far for the Annual Appeal. Some discussion took place on ways to improve visibility of this campaign on the web site. Chris reported the Development Committee's consultant, Carlton and Company, has interviewed 59 people. Six additional interviews are scheduled. A presentation is planned at the Board meeting on December 11, 2018.
- Mitch reported the 150th Anniversary Committee is continuing to plan the Jubilee event scheduled for April 6, 2019, following the Friends' approval to be the financial conduit for the event. The two-month display of materials and art relating to the Library's history began with a successful opening event this past week.
- Mitch reported the Technology Committee is looking forward to implementation of the printing service as discussed earlier in the meeting.

Chris informed the Board that changes are anticipated in leadership of the Friends, following Ellen Church's decision to not seek another term as President. Elections will be held at the next Friends' meeting. Some discussion took place regarding stained glass windows that may be donated for auction at the Jubilee. Chris reported the Friends plan to hold a book sale from January 30 through February 2, 2019.

Michelle reminded the Board of the next meeting, on December 11, 2018, at 7pm.

Motion was made by Jocelyn, seconded by Lara, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 8:05pm.

Respectfully submitted,

Mitch Cohen