

**NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 9, 2019**

Present: Michelle Rehill (Chair), Lara Helwig, Ralph Parente, James Hogan, Jocelyn McElhiney, Mitch Cohen

Staff: Chris Lindquist, Deborah Hersh

Chair Michelle Rehill called the meeting to order @ 7:02.

Chair's Opening remarks – This is the last Board meeting for Lara Helwig and Ralph Parente. Thanks to both for many years of service.

We officially have 3 open Trustee slots for 3yr terms starting May 1. We have interviewed two excellent candidates and will continue to advertise and search and hope to fill the last slot soon.

Minutes of the meeting of March 12, 2019. Chris Lindquist offered an amendment to the minutes as follows;

The final sentence of the 2nd paragraph (Opening Remarks) presently reads, "The Library will supply the funds for these positions for two full years, allowing the expense to fully roll into Town budget by year three." Chris' amendment – "The Library will cover 100% of the newly approved salaries in FY 20, 66% in FY 21, and 33% in FY 22. From then on the Town will cover 100% of the salaries." **Lara Helwig moved the amendment, seconded by Mitch Cohen and the amended minutes were then passed unanimously.**

FY2019 Appropriations report: Target 75%, total spend to date 69%, no red flags or outliers

Library Directors report:

Building: bid project advertising will wait until after town meeting. The damaged lamp post in the parking lot is being repaired and was covered by insurance. The main meeting room has been repainted.

Chris presented the FY20 Budget to the Appropriations Committee on March 14, 2019. He noted that all depts will essentially remain level funded with an average increase of 3.5% total increase. The Library's increase is expected to be 1.5%, which is considered level funding

Agreement w/town administration regarding the partial restoration of hours. Funds will need to be transferred to the Town. Chris will work with the Library management team to establish work schedules. The positions will (hopefully) be advertised in July, filled by August and ready to open Thursday evenings beginning in September. The total additional cost to the Library over this three-year transitional period will be \$73,000.

Development Committee (Lara Helwig): The Committee on hold awaiting new membership, other than developing some estate planning materials. The Annual Fund Appeal has raised \$18,000 to date. While the Appeal is unlikely to achieve its goal of \$25,000 this year, the funds raised via the Jubilee have pushed out annual total to \$28,000 year to date.

150th Anniversary Committee (Mitch Cohen): More than 90 tickets to the Jubilee were sold. From our seven sponsors we raised \$9,000. Most importantly we raised the profile of the Library within the Town. The profits from jubilee will be held by Friends. The next event is around time capsule, possibly a summer event. The next meeting of the committee is TBA and will be a “Jubilee de-briefing”.

Building & Grounds/Space Committee (Mitch Cohen): We have 75 people interested and will to participate in focus groups. Emails will be going out soon inviting them to an orientation meeting.

Technology Committee (Mitch Cohen): The new Jamex coin-op copier/printer has been installed allowing patrons to pay for copies at the machine. The new Envisionware/MobilePrint software (PrinterON) provided by CWMARS has been installed. The new Cisco Meraki wireless system provided by CWMARS has also been installed. This will improve wireless access throughout the building.

Elizabeth Benoit Fund: Outreach Services (Chris Lindquist): We need more detail on rules of Benoit Fund bequest. The fund currently has a balance of \$123,000. Can it be used to cover continued outreach services? LSTA funds for the Outreach to the homebound will run out by end of May. The service costs approximately \$6,500/year. It is staffed by coordinator Rick Starzyk and volunteers. Chris asked the Board for permission to contact the attorney who handled the original gift to see if it can be used to continue to fund the Outreach service. **The Board voted unanimously to authorize Chris to explore this.**

Volunteer recognition: Lara can represent trustees at the recognition luncheon which will be held on April 27, 2019.

The Board was reminded that Town Meeting will be held on April 22, 2019.
State aid next year will total \$23,000 in two disbursements.

The Administrative Committee and the Long-Range Planning Committee have yet to meet but will be getting organized shortly.

Next meeting May 14, 2019 @ 7pm. (A reminder that this is also Town election day).

Other business – A sample of the letter to be sent to planning study participants is included in the Board packet.

A final Thank you to Ralph and Lara from staff and board for their service, wisdom and collegiality.

Motion to adjourn was made by Ralph Parente and seconded by Lara Helwig. The meeting adjourned @ 7:53pm.

Respectfully submitted,

Jocelyn McElhiney (Acting Secretary)
James Hogan (Secretary)