

***Northborough Free Library  
Board of Trustees  
Meeting Minutes May 14, 2019***

**PRESENT:** Mitch Cohen, Michelle Rehill (Chair), Neeta Karanjkar, Jocelyn McElhiney, Hamilton Soriano, James Hogan

**ALSO PRESENT:** Chris Lindquist, Deborah Hersh, Bonny Krantz

**CALL TO ORDER:** Chair Michelle Rehill called the meeting to order at 7:00 PM. The minutes of the meeting of April 9, 2019 were moved by Mitch Cohen and seconded by Jocelyn McElhiney, Approved unanimously.

The Board then welcomed new member Neeta Karanjkar and noted that Joan Scott was not able to attend this meeting but will be joining the Board.

**APPROPRIATIONS REPORT:** Expenditures are at 83% and are on target.

**LIBRARY DIRECTOR'S REPORT:** The two new part-time positions will be posted by June 1. Plan is to fill them by July 13 and have them on board for the new Thursday evening (5-8:30 PM) openings.

Repair project for the Gale building has gone to bid. Architect Dan Benoit will continue to consult during the project. Plan to have an approved contractor by mid-June. Chris will be meeting with Kelly Burke and Kim Foster to review performance of Dynamic Janitorial Cleaning prior to contract renewal.

Agreement with Town Administrator regarding the partial restoration of hours. The total cost to the Library is estimated to be \$73,500. The plan is to transfer funds from the annual appeal (\$62,000) in phase one and in phase two (\$11,500) from (FY2020) State aid. That will leave approximately \$11,500 in State aid for the remainder of FY2021. The Board stressed that this arrangement with the Town must be clearly understood by both parties.

Chris has been working with John M. Collins, the Executor of the Elizabeth Benoit Estate (\$117,000 est. balance to date). He has agreed to allow us to use funds from the Estate to continue funding the Outreach Services Program. If approved, this would fund the program into the future with Outreach Services Coordinator Rick Starzyk as a part time contractor hired by the Friends.

The Library is preparing to submit a grant application to the Area Agency on Aging at Bay Path Elder Services for \$8,700 to fund the Outreach program (9.1.2019 – 9.1.2020). An informal survey has revealed a high level of satisfaction with the program and the intent is to grow it.

**DEVELOPMENT COMMITTEE:** A new Chair is needed, although former Trustee Lara Helwig has agreed to continue to serve on the committee. The next meeting is TBA.

**150<sup>th</sup> ANNIVERSARY COMMITTEE:** (Mitch Cohen). The next meeting (TBA) will be a de-briefing of the very successful Jubilee event. A full accounting of funds related to the event will be available soon. However, the funds raised covered all the events associated with the anniversary year and may yield a profit of \$1500-2000. Work is ongoing with the Time Capsule which will document life in Northborough in 2018 and will be opened on our 200<sup>th</sup> birthday – April 8, 2068. **I PLAN ON BEING THERE.**

**BUILDING & GROUNDS/SPACE COMMITTEE:** (Mitch Cohen) Chair asked approval of letter to be sent to the 75 people who have agreed to be part of focus groups dealing with future trends for the Library. APPROVED.

**TECHNOLOGY COMMITTEE:** (Mitch Cohen) Next meeting will be June 20 @ 6:30PM. Consultant Mike Harradon will be present to discuss the transition from Windows 7 to Windows 10 for public computers. Chair Cohen also wishes to “acknowledge the donation of 5 nearly new 21” digital display monitors from WS Development (Chestnut Hill, MA) thanks to Trevor Ward, whose wife Lindsay is a part-time Library Assistant in Children’s Services. The 5 monitors are valued at about \$1000 and will replace smaller staff monitors in some of our departments.”

**LONG RANGE PLANNING COMMITTEE:** (James Hogan) The committee is forming and will hold its first meeting in early June.

The Volunteer Recognition Event held on April 27, 2019 was a great success.

The Chair noted that there is still one Trustee position open and recruitment is underway.

The report of the **Nominating Committee** was accepted. The slate of officers for 2019-20 is as follows:

Chair        Michelle Rechill  
Vice Chair   Mitch Cohen  
Treasurer   Hamilton Soriano  
Secretary   James Hogan

The next Board meeting will be June 11, 2019 @ 7:00 PM

The Meeting Adjourned at 8 PM.

Respectfully submitted,

James Hogan, Secretary  
May 28, 2019