

***NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES OF JUNE 11, 2019***

PRESENT: Joan Scott, Richard Tucker, Mitch Cohen, Neeta Karanjkar, Jim Hogan.

ALSO PRESENT: Chris Lindquist, Deborah Hersh, Charles Recchia, Selectman Jason Perreault.

CALL TO ORDER: Vice Chair Mitch Cohen called the meeting to order at 7 PM. He then welcomed new Trustee Joan Scott and soon to be sworn-in Trustee Charles Recchia.

The Minutes of the meeting of May 14, 2019 were accepted as amended. (Richard Tucker's name was omitted from the Present list)

APPROPRIATIONS REPORT: Expenditures are on target at 87%.

LIBRARY DIRECTOR'S REPORT:

Personnel: Currently seeking a replacement for the open Circulation Assistant position. Pending Town approval, the two new part-time Thursday evening position will be posted ASAP with the hope of having them in place for September. The Board agreed that the agreement with the Town regarding the funding schedule for these positions should be in writing. The Board also approved Chris's draft memo to the Town Administrator asking that position of full-time Reference and Adult Services position re-classified and designated as the "Senior Librarian" who can be in charge in the absence of the Library Director. Annual staff reviews are being conducted and the process is going well.

Building: Only one bid was received for the Gale repair and restoration. It was too high and will be rejected.

The Library-on-the-Go Outreach Services Program to the homebound may have to cease operation after October 1. At issue is the employment status of the coordinator as well as liability issues. A grant proposal (\$8700) has been submitted to Bay Path Elder Services. Chris is continuing to work with the Town Administrator to resolve these issues.

Committee Reports:

Long-Range Planning (LRP) (Jim Hogan)

The LRP Committee met on May 30. The members present were; Michelle, Richard, Deborah & Chris. We reviewed the charge from the Board that the committee is "to be responsible for presenting to the Board at least annually plans regarding the utilization of resources, deletion or addition of services, the Library's role in regional relationships, and proposed uses of invested funds." While the committee will touch on all aspects of this mandate, the latter (i.e.

the use of invested funds) will be a major focus. Chris distributed a large number of useful documents to help us get started. We spent some time discussing our mandate and how we will proceed since this committee has not met for some time. We agreed to meet as needed. We plan on being the first stop for the library administration when it is considering new initiatives. We will meet to process such and then present them to the full Board with our recommendation. This will hopefully facilitate and make the Board more efficient. We plan on using the construction of the 2019 Action Plan to the MBLC as a model for our work. Our schedule for this is as follows;

June-July Chris and staff gather data and produce a draft

August-LRP reviews draft

September-LRP presents draft to full Board

October-Plan is submitted to MBLC

Development Committee:

Seeking a new chair. Additional fund raising will be the committee's main focus.

159th Anniversary Committee: (Mitch Cohen)

Next meeting (tba) will be a de-briefing on the Gala. Full financial accounting statement is included with this month's Board packet. The "Time Capsule" will be sealed on July 16 from 6:00 – 7:30 PM.

Building & Grounds/Space Planning Committee (Mitch Cohen)

73 of the 75 patrons contacted and requested to participate in a focus group have agreed to do so. The committee hopes to engage an outside building consultant. The next meeting will be June 18 @ 6:30 PM.

Technology Committee (Mitch Cohen)

Tech consultant Mike Harradon will be at committee's next meeting (June 20) to review the transition from Windows 7 to 10.

Nominating Committee:

The Board voted to approve the slate of officers for the coming year;

Chair- Michelle Rehill

Vice Chair- Mitch Cohen

Treasurer- Hamilton Soriano

Secretary: James Hogan

The next meeting of the Board is July 9, 2019 @ 7:00 PM.

The meeting was adjourned @ 8:40 PM