

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUETS, OCTOBER 8, 2019**

**PRESENT:** Jocelyn McElhiney, Michelle Rehill (Chair), Richard Tucker, Neeta Karanjkar, Joan Scott, James Hogan

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

**CALL TO ORDER AND ACCEPTNCE OF THE MINUTES**

The Chair called the meeting to order at 7 PM.

The Minutes of the Meeting of September 10, 2019 were accepted as amended (friendly) unanimously.

**APPROPRIATIONS REPORT**

Q 1 (FY 2020) appropriations are on target. Three items were noted; substitute salaries (0.82) are higher due to coverage while short staffed, contractual (0.44) due to up-front payments, and dues (0.72) due to 1<sup>st</sup> of year payment of annual dues (i.e. CWMARS).

**LIBRARY DIRECTOR'S REPORT**

PERSONNEL

Chris and Deborah are interviewing candidates for the vacant Adult Services Library Assistant position. It is hoped to fill the position by November.

The Board reviewed the draft Memo of Understanding (MOU) between the Board and the Town regarding the two part-time library Assistants who will be hired (11 hours/week each) to staff the Thursday evenings hours when they are restored. J. McElhiney moved to accept the MOU as drafted, R. Tucker seconded. The motion passed unanimously (Attached). The letter will be signed by M. Rehill and sent to Town Administrator John Coderre. As noted in the MOU, the Library will transfer \$42,864.96 to the Town, "in order to fully fund the Library's contribution for the increased hours and staffing from FY20-FY23."

It is hoped to have staff hired and trained by late December with the Thursday evening opening slated for early January. Appropriate announcements to the Town will publicize the re-stored Thursday evening hours.

BUILDING UPDATE

Repairs (interior and exterior) to Gale will probably have to wait until spring. The new Town-wide Facilities Manager begins in January and he/she should help us better manage this project. Chris plans on submitting a second application to the Community Preservation Committee (CPC) for \$50,000 - \$60,000 to fund these repairs and help us craft revised estimates for the work. We currently have an unspent balance of \$48,000 in CPU funds from this past year.

Chris explained to the Board the use of First Amendment "audits" by outside groups. Chris and other department heads are coordinating responses with Police Chief Lyver.

## TRUSTEE SIGNATURES ON BILL PAYMENTS

Chris proposed that the cap on the signature requirement by the Board Chair be raised from \$200 to \$500. Bills under that amount could be signed by the Library Director. The Board discussed this at some length and decided to "Table the Request" at this time.

Chris reminded Board members of the Massachusetts Library Trustees Association Annual Meeting which will be November 16 (9:30 AM – 1:30 PM) at the Shrewsbury Public Library.

## **COMMITTEE REPORTS**

### ADMINISTRATIVE COMMITTEE

Chair J. McElhiney reported that the committee, working with library staff, continues its review of the Collection Development Policy. She hopes to have a draft of the revised policy ready for review by the Board in November.

### LONG RANGE PLANNING COMMITTEE

Chair, Jim Hogan reported. The LRPC met on October 16 @ 4 PM and continued its discussion of "the proposed uses of invested funds". This is in keeping the Committee's mandate from the Board. The Committee agreed to focus on the three major Library funds. It plans ultimately to have a set of written guideless for each fund (as well as for as yet unspecified future funds) to pass on to the full Board for its approval.

The next meeting of the LRPC will be November 19 @ 4 PM.

### BUILDING & GROUNDS/SPACE PLANNING COMMITTEE

In the absence of the Chair, Chris reported for the Committee. Chair, Mitch Cohen, had also however sent a letter (attached to Minutes) to the Board summarizing the Committee's work to date and outlining its future plan. The B & G letter contained three requests, all involving using funds from the Jolene Downey Estate Fund.

1. Deposit \$15,000 toward the Library Endowment with the GWCF. This would match the generous donation of \$15,000 from the Friends. This was thought to such a prudent move that the Board voted 5-0 "To authorize the deposit of \$20,000 to the Greater Worcester Community Foundation from the unrestricted Jolene Downey Estate Fund."

2." Authorize \$7,000 for a consultant to perform focus group interviews and generate a report."

3. An additional \$8,000 for follow up space and building utilization planning.

The Board proceeded to engage in a lengthy discussion of requests 2 and 3. In the end agreement was reached and a motion was made by J. Scott and seconded by N. Karanjkar, "To approve up to \$7000 to retain a consultant to manage and then report on the focus groups containing an estimated 75

individuals.” The motion was approved 5 – 1. It was then agreed to defer the third request until the Board and Library staff have had a chance to digest the in-put from the focus groups.

The next meeting of the Committee will be October 23 @ 7 PM.

#### TECHNOLOGY COMMITTEE

In the absence of the Chair, Chris reported for the Committee. The Committee has been busily working with consultant, Mike Harradan to move all library computers (public and staff) over to Windows 10. The project is going well. The next Committee meeting will be November 7 @ 6:30 PM.

#### DEVELOPMENT COMMITTEE

The Development Committee is still in need of a chair. Chris reported. He will be consulting with M. Rehill and J. Hogan on a new plan for managing the Library’s development efforts. It is hoped to have something for the Board to consider in December or January. In the meantime, Local business have been contacted to engage their support for Library development. The **Annual Appeal** letter has gone out and responses are being processed and acknowledged. An **Annual Report to Donors** is being prepared and will be mailed in the spring.

#### LIBRARY ON THE GO: OUTREACH SERVICES

Chris and Outreach Coordinator, Rick Starzyk attended a conference in Northampton (20 libraries) which discussed outreach experiences.

#### MISCELLANEOUS

Congratulations to Children’s Library Assistant Carly Arseneault for the recognition of her work with Project SET.

Thanks to all who helped make Applefest Street Fair a success and especially to the Book Cart Drill Team.

There was no new business and Chair Michelle Rehill adjourned the meeting @ 8:11 PM  
The next Board meeting will be November 12 @ 7 PM.

Respectfully submitted,

James Hogan  
Board Secretary

