

**Northborough Free Library
Library Board of Trustees
Meeting Minutes
November 19, 2019**

Present: Michelle Rehill (Chair), Mitch Cohen, Jocelyn McElhiney, Joan Scott,
Hamilton Soriano, Richard Tucker
Absent: Jim Hogan, Neeta Karanjkar, Charles Recchia
Staff Present: Chris Lindquist (Library Director)
Others: None

Michelle Rehill called the meeting to order at 7:30pm, in the Conference Room at the Northborough Free Library.

The Committee briefly discussed the meeting minutes of October 8, 2019. Several items were noted as requiring edits. The meeting minutes were tabled until the next meeting.

Chris summarized the monthly appropriations report. Richard suggested adjusting the formatting of one column. Specifically, the "% Expended" column data currently reads "0.33" rather than 33%, for example. Chris will see the changes are made in future reports.

In his Library Director's Report, Chris reported:

- New employee Eric Wang started December 13
- Chris has submitted the FY2021 first draft budget to the Town Administrator, generally a Level Service budget. Funds to re-open Monday mornings will be submitted via a supplemental request.
- Town Administrator John Coderre has signed the Memorandum of Understanding (MOU) supporting reopening Thursday evenings, beginning January 9, 2020.
- November 29, the day after Thanksgiving, is a Town-directed paid holiday. Mitch suggested the possibility of separating required paid holidays from those of regular municipal offices, as the Library may have different needs than those offices. Chris will discuss with the Town Administrator and report back to the Board.
- A proposed schedule of closings for Calendar Year 2020 was discussed. Discussion took place regarding closing on July 3. Chris will check what other area libraries are planning. A typographical error was noted with an incorrect date for Memorial Day. No action was taken. Chris will present an updated proposed schedule at a future meeting.
- The Friends authorized the expense of \$8500 for new outdoor Library Book Drops, from their capital fund. These will replace the existing book drops which are rusty and leaking. The Friends will have their annual elections at their next meeting.

Committee reports:

- Jocelyn reported that the Administration Committee will review existing bylaws and meeting room policies at their next meeting.
- The Long Range Planning Committee update was tabled due to Jim's absence.
- Mitch reported that the Building and Grounds Committee has issued a Request for Proposals (RFP) for a focus group facilitator. He also reported that a request has been submitted to the Community Preservation Committee for funds to complete the Gale Library interior repairs, once roof repairs are complete.
- Mitch reported that the Library received a donation of several laptop computers, and that a Library-wide Windows 10 upgrade is planned for the very near future. Additionally, Chris has ordered a Charter Communications internet speed upgrade for the Library's hardwired public computers.
- Chris reported on behalf of the Development Committee that approximately \$13,500 has been raised to date in the annual Trustees campaign. The average donation is up to \$100, and includes one donation of \$2500.

Michelle reminded the Board of the next meeting, on December 10, 2019, at 7pm.

Motion was made by Jocelyn, seconded by Mitch, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 8:16pm.

Respectfully submitted,

Mitch Cohen

Note: This meeting was held as a replacement to the regularly-scheduled meeting of November 12, 2019. That meeting was not held due to lack of a quorum.