

**NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES OCTOBER 9, 2018**

PRESENT: Richard Tucker, Robert Babcock, Lara Helwig, Mitch Cohen, Jim Hogan

ALSO PRESENT: Chris Lindquist, Donna Kafel, Deb Hersh

CALL TO ORDER & OPENING REMARKS: Michele Rehill is away. Lara Helwig chaired and opened the meeting @ 7:00 PM. She noted that a search for a trustee to replace Jack Sharp is underway. Ellen Church will not be running again as a Friends officer. How can we best honor Ellen for her many years of service? Do it at the Gala? The Board Secretary will draft an immediate letter of thanks for Board consideration. Also noted that the Friends Board has approved the allocation and deposit into account at GWCF of \$15,000. This opens the endowment account. J. Hogan offered a motion that going forward all motions should be put in writing by the motion initiator and passed on to the Secretary. Motion was approved.

APPROVAL OF THE MINUTES: The Minutes of the meeting of September 11 were approved as amended. M. Cohen, R. Babcock (second).

LIBRARY DIRECTOR'S REPORT: FY' 20 budget request is ready. Chris is waiting for his annual budget meeting with John Coderre. Not expecting any additional personnel. Prepared budget will be presented to the Board at the December meeting. Chris has been advised by Town Administration to retain an architect for the CPC funded (\$53,000) Gale renovations. Cost will be approximately \$2000 - \$2500. Architect Dan Benoit (Worcester) has agreed to take this on. Fee may have to come from Friends as the Library was not told an architect would be needed when the initial grant request was submitted. Given this delay, work may have to put off until spring. Chris is planning another CPC request this year to restore pocket doors in Gale. Chris is looking for Board advice on a request to issue a library card to an out of state resident. In this case, the answer is yes with the stipulation that the person join the Friends. The Administrative Committee should look into this and establish a policy for future such requests. The automated room reservation system (EK Rooms) still being tested. Should be ready by November 1.

COMMITTEE REPORTS:

DEVELOPMENT: L. Helwig. Carlton consultants (Bill Carlton & Gary Webster) have met with 40 of the 70 target stakeholders. Board input is needed to help schedule the remaining interviews. Carlton will submit a report to the Board at the December meeting. This will include the completed Case Statement and recommendations concerning the feasibility of the proposed fundraising campaign.

MOU between the Friends and the Trustees regarding the fund at GWCF has been signed by both parties. As noted above, the Friends have deposited \$15,000 into the fund to initiate it. The Committee hopes to deposit the \$36,000 gift from the estate of Jolene Downey into the fund.

Donations to the annual appeal are beginning to arrive. Goal this year is \$25,000. Kate Whitman will be sending out thank-you letters on the 15th of each month.

Next meeting of the Committee will be on October 16, 2018 @ 7:30 PM.

150th ANNIVERSARY COMMITTEE: M. Cohen. Planning continues for the Gala to be held on April 6, 2019 at the Haven CC in Boylston, MA. Note that the name of the event has been changed to **THE NORTHBOROUGH LIBRARY 150th JUBILEE**.

Consultant Lori Chastanet recommends an on-line ticket vendor. However, cash, check, credit card sales will also be offered at the library. M. Cohen is preparing (with assistance from Northborough Historical Society) a special exhibit celebrating the Library's 150 years. Items on exhibit are being insured thanks to a gift from the Friends (\$750 - \$1500). The opening reception for the exhibit will be November 7, 2018 from 6:00 – 8:00 Pm at the Library.

The next meeting of the Committee is TBA.

BUILDING & GROUNDS/SPACE COMMITTEE: M. Cohen. The building space planning survey (on-line) has begun. To date 115 out of the hoped for 350 responses have been submitted. M. Cohen is recommending that we conduct 6 to 8 focus groups early in 2019. These should be facilitated by an outside library consultant.

The next Committee meeting is TBA.

TECHNOLOGY COMMITTEE: M. Cohen. The Committee continues to work toward a wireless print software program that will enable library patrons to send wireless commands to a printer.

Continuing to work on leases for two Cannon printers (one public, one staff).

Continuing to work on inventory of existing computing equipment with the goal of establishing realistic replacement schedules.

The next Board meeting will be November 13, 2018 @ 7:00PM.

The Meeting was adjourned at 8:30 PM

Respectfully submitted,
James Hogan, Secretary

