

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
DECEMBER 10, 2019**

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

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

**CALL TO ORDER & ACCEPTANCE OF MINUTES:** Chair Michelle Rehill called the meeting to order at 7:00 PM. The minutes of the meetings of October 8, and November 19, were accepted as amended.

**APPROPRIATIONS REPORT:** Acct # 5264 is over budget due to necessary software upgrades to the public computers in order to migrate to the Windows 10 platform. Otherwise the budget is on target.

**DIRECTOR'S REPORT:**

Interviews are on-going for the two "new" Thursday evening positions. Plan to have staff in place for opening in January. Annual staff performance reviews have been completed and submitted to the Town Administrator.

Chris and the Building & Grounds Committee (M. Cohen, chair) have submitted to the Community Preservation Committee (CPC) a new grant application asking for \$71,002 for the continuing interior and exterior renovations of the original Gale building. The presentation was well received.

Chris is proposing closing the library on July 3, 4, Saturday, May 23 and Saturday, September 5. Will see what peer libraries are doing and report back to the Board.

Chris has submitted a grant proposal to MBLC (\$7,500) to initiate a Health and Wellness program. If approved, funds would be available on October 1, 2020.

**COMMITTEE REPORTS;**

Administrative Committee; J. McElhiney chair. The committee continues to work with library staff on a revised Collection development Policy. Plan to have a revision ready for the January Board meeting.

Long Range Planning Committee; J. Hogan, chair. At the October 16, 2019 meeting of the LRPC there was a unanimously approved recommendation to increase the deposit into the GWCF from the Jolene Downey Estate Fund from \$15,000 to \$20,000.

Board Motion (made by J.Hogan and seconded by R. Tucker) "To authorize the deposit of \$20,000 to the Greater Worcester Community Foundation from the unrestricted Jolene Downey Estate Fund." The motion passed unanimously.

AS presented by the LRPC and approved by the full Board, Chris has submitted the Library's 2021 Action Plan to the MBLC.

Building & Grounds/Space Planning Committee: M. Cohen, chair (C. Lindquist reported). The committee interviewed (12.10.19 @ 4 PM) two candidates for the focus group facilitation. The first choice was

Maxine Bleiweis & Associates with Mary E. Braney as the second choice. Both were excellent and the committee will now negotiate with Bleiweis and hopefully retain them for the work.

TECHNOLOGY COMMITTEE: M. Cohen, chair. (C. Lindquist reported) The committee continues to work with consultant Mike Harradon to upgrade public and staff computers to Windows 10. Verizon will be upgrading the Library's FIOS internet connection.

DEVELOPMENT COMMITTEE; Discussions are on-going as to the future scope and work of this committee. The new officers of the Friends will be factored into future development actions. The Annual appeal is on-going with a second letter going out within a few days.

**Friends of the Library:** The Friends Board has approved a new slate of officers at its December 4 meeting. They are;

- President – Maryellen Joyce
- Treasurer – Chris Hodge
- Secretary – Charlene Gaca
- Membership- Lisa Gardner
- Director – Joseph Rice
- Director – Pat Bleacher
- Director – Kalyan Tatavarti
- Director – James Murphy (ARHS student)

**MISCELLANEOUS;** Chris continues to work with Outreach Services Coordinator Rick Starzyk on the "Library on the Go" service.

The next Board Meeting will be on January 14, 2020 @ 7 PM.

The meeting was adjourned at 8 PM.

Respectfully submitted.

James Hogan, Secretary