

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES JANUARY 14, 2020**

**PRESENT:** Michelle Rehill (Chair), Mitch Cohen, Jean Scott, Richard Tucker, Neeta Karanjkar, Jim Hogan

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

**CALL TO ORDER & ACCEPTANCE OF THE MINUTES:** Chair called the meeting to order @ 6:01 PM. The minutes of the December 10, 2019 meeting were accepted as corrected (spelling of Ms. Karanjkar's name with apologies from the secretary).

**APPROPRIATIONS REPORT:** Budget still good. Expenditures at 47% with FY half over.

**LIBRARY DIRECTOR'S REPORT:** The Personnel Search Committee has voted to fill the two "new" Thursday evening positions with; Children's Library Assistant Srikala Rajendran and Adult Services/Circulation Assistant Diane Richmond. The Thursday evening hours will begin on January 23, 2020. Appropriate PR will be generated in the usual vehicles.

A request has been made to the CPC for additional funds for the repair/renovation work to Gale (\$71,002). This has since been approved pending Town Meeting approval. This, along with previously approved funds brings total available for this project to \$119,002.

The Town required Annual Report has been submitted (attached to these minutes).

State Aid funding has begun to arrive. The 2020 first disbursement is \$11,979.56. Later in 2020, a second disbursement will be received. The 2020 State Aid is approximately \$1000 greater than that for 2019.

**COMMITTEE REPORTS**

Administrative Committee (Jocelyn McElhiney, chair) plans to have the revised Collection Development Policy ready for the February Board meeting.

Long Range Planning Committee (Jim Hogan, chair). The LRPC has a meeting scheduled in February and with assistance from Kate Whitman, plans to continue discussion of the nature, restrictions, and intentions of all funds under the Library's control. The committee also plans on reviewing the other two Board mandates.

Building & Grounds/Space Planning Committee (Mitch Cohen, chair). Focus group meetings have been scheduled for January 30-31. Total of 55 participants is expected. A separate session with the Board is planned for January 31.

TECHNOLOGY COMMITTEE (Mitch Cohen, chair). The Verizon upgrade to the FIOS connection has been an unresolved problem. The increased speed has not been achieved. Consultant Michael Harradon is making excellent progress upgrading all library computers to Windows 10.

DEVELOPMENT COMMITTEE (un-chaired). Annual Appeal funds are still arriving. To date we have exceeded \$20,000. The average donation (from nearly 200 donors) is \$90. They will all be acknowledged in the **ANNUAL REPORT TO DONORS** which will become an annual publication.

Town Finance Director Jason Little has asked the Town Administrator to have Town Counsel David Doneski review the Board's intention to deposit \$20,000 into the Greater Worcester Community Foundation. A decision is pending. The MOU between the Trustees and the Friends of the Library will be reviewed (as is mandated in the agreement) but will await the decision of Town Counsel.

Chair Rehill adjourned the meeting promptly @ 6:26 PM to allow Trustees to attend the Open Meeting Law presentation hosted by Town Clerk, Andy Dowd. Motion to Adjourn made by Mitch Cohen and seconded by Neeta Karanjkar.

The next Board meeting will be February 11 @ 7:00PM.

Respectfully submitted,

James Hogan, Secretary