

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES FEBRUARY 11, 2020**

**PRESENT:** Hamilton Soriano, Michelle Rehill (Chair), Richard Tucker, Joan Scott, Jocelyn McElhiney, Jim Hogan

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

**CALL TO ORDER AND ACCEPTANCE OF THE MINUTES:** Chair Rehill called the meeting to order at 7:01 PM. She asked for a motion to approve the minutes of the meeting of January 14, 2020. Motion made by Joan Scott and seconded by Richard Tucker. Motion passes unanimously.

**APPROPRIATIONS REPORT:** Expenditures target was 58%. Actual at 54%. Thus, budget is under and on target.

**LIBRARY DIRECTOR'S REPORT:** There is no personnel news.

Friends of the Library report (included in packet) shows all Friends programs funded by the friends. With now reduced income, the friends will have to scale back program funding in the future. Friends contributed \$9,708 for programming in 2019. For 2020 it will be \$4000. Chris proposed that a sub-committee of the Board (Michelle, Mitch, Jim) meet with Friends to discuss a shared vision for the future. Chair Rehill opposed this and the suggestion was tabled.

**COMMITTEE REPORTS;**

Administrative Committee (chair, Jocelyn McElhiney). The committee did not have a quorum at 2.6.20 meeting. Plans on meeting in March. Agenda items are; Collection Development Policy, Meeting Room policy, Trustee Bylaws.

Long Range Planning Committee: The Long-Range Planning Committee held a posted, scheduled meeting on 2.26.20 @ 4 PM. In attendance were Jim Hogan (chair), Richard Tucker, Michelle Rehill, Chris Lindquist. The Agenda is attached. The Committee agreed that its review of invested funds was complete. Chris reported that the Town was still examining the trustee's decision to deposit \$20,000 from the Downey Fund into the Greater Worcester Community Foundation. It is assumed that this is a due diligence action on the part of the Town and is welcomed. The Committee reviewed its mandate from the Board and Chris will at a future meeting provide the Board with an overview of the library's relationships with all external organizations. The Committee will provide (as mandated) an annual report to the Board.

Chris submitted a proposal with a time line for preparing a new Strategic Plan for the Library and submitting it to MBLC by October, 2020. This is a base requirement for any library planning on submitting grant proposals to the MBLC. The proposal included the retainment of an outside consultant to assist in the process. The estimated cost would be \$3-5,000. A motion was made (by Richard Tucker) to pass this proposal on to the full Board with the Committee's support and a recommendation of Board approval. The motion was seconded by Michelle Rehill and passed unanimously.

BUILDING & GROUNDS/SPACE PLANNING COMMITTEE (Chair, Mitch Cohen). The Committee reported on the Maxine Bleiweis focus groups that were held on January 30 and 31. They had great feedback from participants. 60 citizens participated, including 15 enthusiastic middle schoolers. The Board of Trustees met separately with Maxine. The Committee will be digging deeply into Maxine's report as it explores the ways we can re-invent ourselves and readapt our spaces in order to meet the needs of our community.

TECHNOLOGY COMMITTEE: Internet speed is finally up to 100. Consultant Mike Harradon's upgrade (to Windows 10) of all library computers is still going very smoothly.

DEVELOPMENT COMMITTEE: This committee is not peopled and is dormant.

The next Board of Trustees meeting will be on March 10, 2020 @ 7 PM.

The Chair adjourned the meeting at 7:50 PM

Respectfully submitted,

James Hogan  
Board secretary