

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES JULY 15, 2020**

**PRESENT:** Michelle Rehill (Chair), Mitch Cohen, Richard Tucker, Hamilton Soriano, Neeta Karanjkar, Jocelyn McElhiney, Charles Recchia, Jim Hogan

**ALSO PRESENT:** Deb Hersh, Katrina Ireland, David Kane (technical facilitator)

**DUE TO THE ON-GOING COVID 19 VIRUS PANDEMIC, THIS SESSION WAS CONDUCTED REMOTELY VIA THE ZOOM SOFTWARE.**

**CALL TO MEETING, OPENING REMARKS AND ACCEPTANCE OF THE MINUTES:** Chair Rehill called the meeting to order @ 7:04 PM. She then reminded Trustees of our difficult time. The Pandemic has closed the physical library to our public. However, staff have done a wonderful job of continuing to provide services to patrons via email, ZOOM, and phone and patrons are grateful. We are now well into our curbside pick-up and delivery which is popular and going well. Thanks again to library staff. All this is complicated enough, but we also saw the departure of our Director after five years of excellent service. The search for a new Director is underway.

Chair then called for a motion to accept the minutes of the Trustee meeting of June 9, 2020. Mitch Cohen asked that on pg. 2, paragraph 1, the fact that the motion dealing with the self-funding of Thursday evening hours was sent to a **ROLL CALL VOTE**, be added to the minutes. The minutes will be amended to reflect this. Mitch Cohen then moved that the minutes be accepted as amended. Motion seconded by Neeta Karanjkar. A Roll Call vote was taken and the minutes passed unanimously.

**APPROPRIATIONS REPORT:** The books are now closed on the budget for 2020. Salary, Expense, and Grand Totals all came in under 100%. The Grand Total was 95%. The Chair thanked the staff for this which has been difficult during our closure. Most importantly, the content line (Books & Periodicals) was completely expended. A relatively small amount of unspent funds was returned to the Town. Given the difficult time we are in, not a bad thing.

**REPORTS:** Due to the Pandemic, with one exception, standing Trustee committees have not met. Chair then introduced the Pop-up Library Service initiative. A one-page description was included in the meeting packet. This is a staff (principally Katrina Ireland) initiated proposal to allow for patron browsing of library materials outdoors. This would be an additional, safe and patron friendly service. We expect it to be well received. Chair asked for a Trustee motion to approve this on-going project as it develops. Motion was made by Mitch Cohen and seconded by Jocelyn McElhiney. A **ROLL CALL VOTE** was taken and the motion passed unanimously.

The search for a new Library Director is under way. A recruiting firm has been retained and ads have been placed. A search committee is being formed. It is comprised of the following;

- Chair of the Trustees
- Vice-Chair of Trustees
- 2 members of the Library staff (to be chosen by the staff)
- President of the Friends of the Northborough Library
- A citizen representative
- The Town Administrator.

Chair next asked for Trustee consideration of The Statement concerning the resignation of Library Director, Christopher Lindquist. The intent is to place the statement in the newsletter and on the website. The Statement reads as follows:

*The Northborough Library Board of Trustees has regretfully accepted the resignation of Christopher Lindquist as Library Director, after five successful years of leading the Northborough Free Library. We are excited for Chris as he begins the next phase of his career, as Director of the Library in Farmington, CT. Chris' last day as our Library Director was Friday, July 3, 2020.*

*Our wonderful Library continues to serve our patrons through the efforts of our fantastic staff and volunteers. We support their work in reopening for limited services as the health crisis continues.*

*The Trustees are working with Town Administrator John Coderre to search for a new Director. We have engaged the services of Community Paradigm Associates to aid in the search. Community Paradigm is an experienced talent search organization, already familiar to Northborough through the recent search for the new Senior Center Director and the current search for a new Assistant Town Administrator.*

A motion to accept the Statement was made by Richard Tucker and seconded by Jocelyn McElhiney. A **ROLL CALL VOTE** was taken the motion passed unanimously.

**NOMINATING COMMITTEE REPORT:** The Nominating Committee (Richard Tucker, Jocelyn McElhiney and Joan Scott) met on June 9, 2020. The Committee proposes the following slate of officers for 2020-21;

- Chair: Michelle Rehill
- Vice Chair: Mitch Cohen
- Treasurer: Hamilton Soriano
- Secretary: Jim Hogan

Motion to accept the slate and vote on it was made by Richard Tucker, seconded by Jim Hogan. A **ROLL CALL VOTE** was taken and the motion passed unanimously.

**OTHER BUSINESS:** Chair announced that Deb Hersh (Adult Services Librarian) has agreed to serve as Acting Director until a new director can be hired. A motion to appoint Deb Hersh as Acting Director was made by Jocelyn McElhiney and seconded by Mitch Cohen. A **ROLL CALL VOTE** was taken and the motion passed unanimously.

The next Trustee meeting will be Tuesday, September 8, 2020 @ 7:00 PM

Chair adjourned the meeting @ 7:45 PM

Respectfully submitted,

Jim Hogan, Secretary