

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES JULY 10, 2018**

**PRESENT:** Jack Sharp, Jocelyn McElhiney, Michelle Rehill (Chair), Bobby Babcock, Mitch Cohen, Jim Hogan

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

**CALL TO ORDER AND APPROVAL OF THE MINUTES:** Chair Michelle Rehill called the meeting to order at 7 PM. The minutes of the June 12 meeting were amended as follows; MRRTING was changed to MEETING and June 12, 2028 was changed to June 12, 2018. (As always, thanks to Microsoft Word). The minutes were the approved as amended.

Michelle then noted the following. Potential trustees will be interviewed in July and August with a hoped-for appointment by September. Lara and Jocelyn will represent the Board in negotiations with the Friends and/or CWCF.

**LIBRARY DIRECTOR'S REPORT:**

Personnel: Part-time Children's Library Assistant, Julie Bozicas has resigned. Position is posted. Will be interviewing in August.

Building Update: Town has contracted with Dynamic Janitorial Cleaning (DJC) for the Library and the Senior Center. They also do ARHS. Moura's will be cleaning carpets and floors in July. Able Industrial Sweeping re-sealed the parking lot and added new parking slot lines. Very pleased with their work. Software on chillers (10 years old) will be updated by Darkin Applied. Chris will be working with Town Administrator Kim Foster on the next steps to repair roofing, masonry and interior parts of Gale Library using CPA funds.

**PROPOSED AGREEMENT WITH BETER WORLD BOOKS:** This would locate an outdoor metal drop box somewhere in the parking lot to allow patrons to drop off books not slated to the book sale. BWB (a non-profit) would sell the books on-line to support its literacy efforts. The Board consensus was to allow Chris to further explore this initiative.

**REQUEST TO USE THE CHILDREN'S ROOM FOR BIRTHDAY PARTIES:** This is not covered by our present policy. The Board asked Chris to develop a policy to allow this and run it by the Board. He will also consult with Parks & Recreation to gather their experiences.

**ON-LINE COMMUNITY CALENDAR (Burbio.com):** NFL will partner with Burbio in an aggregated on-line community calendar including "all" community organizations. No charge to us. Local businesses will be charged a fee to advertise in it. Will begin in September.

**LSTA GRANT: Library on the Go:** Outreach Coordinator Rick Starzyk has been working for 2 months. Good progress. Has 12 Rotary Club very well received.

**MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE LIBRARY;** The Town now supports having a library endowment administered by the Friends. Friends Board has drafted a MOU and have asked this Board to review it. MOU should also be reviewed by an attorney. Should be in place by September when the Annual Appeal begins.

**COMMITTEE REPORTS;**

Development Committee: Chris reported. The next meeting will be in July (TBA). A new proposal was received from Carlton Associates. The proposal was at first misunderstood. A clarification was received from Carleton. The proposal is for fund raising services provided from July to November. The fee schedule was also altered. A motion was made (by Jocelyn McElhiney and seconded by Jack Sharp) to allow Chris to contact Carlton with the understanding that we may or may not move forward.) The motion was approved. In the meantime, Carlton Associates will proceed with its patron interviews.

150<sup>TH</sup> ANNIVERSARY COMMITTEE: Mitch Cohen (Chair). Library patron Linda Corbin will be joining the Committee. Will be borrowing from N. Historical Society items relating to Gale Free Library for display. Call for Art continues through September. Next meeting will be on July 17.

BUILDING & GROUNDS/SPACE PLANNING COMMITTEE: Chris reported. Survey of patron desires/ideas will be administered in the fall. MBLC consultant Anna Popp has been asked to assist with focus groups. Next meeting will be July 24.

TECHNOLOGY COMMITTEE: Mitch Cohen (Chair). The committee is still working with Cannon USA to install wireless, coin-op printing in the Library. The next meeting is TBA>

Mitch Cohen announced that Michelle Rehill has now been a library trustee for 30 years. A round of applause and a hearty thank -you to Michelle.

The next Board meeting will be **September 11 @ 6:30 PM**

Chair Rehill adjourned the meeting @ 8:50 PM