

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES MAY 8, 2018**

**PRESENT:** Will Frankian, Mitch Cohen, Ralph Parente, Michelle Rehill (Chair), Bobby Babcock, Jack Sharp, Jocelyn McElhiney, Lara Helwig, Jim Hogan

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

**CALL TO ORDER AND APPROVAL OF THE MINUTES:** Chair Rahill called the meeting to order at 7 PM. She announced the resignation of Trustee Will Frankian who is taking a new job and moving from Northborough. The Board thanks Will for his service, his advice and his friendship. The Minutes of the April 10 meeting were approved with one abstention.

**FINANCIAL REPORT:** (Chris Lindquist) The budget is on target with 78% spent. The outlier item remains utilities and fuel. This can be covered from other lines.

**LIBRARY DIRECTOR'S REPORT:** (Chris Lindquist) Personnel situation is stable. The Library's request for \$53,000 from CPC funds was approved by Town Meeting. This will be used to address water penetration issues and repair the slate roof, masonry and plaster walls. Chris will be working with Senior Center Director, Kelly Burke and Assistant Town Administrator, Kim Foster on an RFP for cleaning services as of July 1. In the meantime, Maura's Cleaning Services continues to provide cleaning. HVAC contractor has switched the building over to AC. The Library's proposed security monitoring system is on hold at the request of the Town. The goal is a town-wide system that would include the library and other town buildings. Chris asked for Board approval of his proposal to use \$50,000 of annual appeal funds to restore Library hours for 18 months. In FY 20 we request that this cost be shared 50/50 with the Town and that this commitment be in writing. The motion was moved by Will Frankian and seconded by Lara Helwig. It passed unanimously. The additional 3.5 hours open will bring the Library to 56.5 hours/week, more in line with neighboring libraries.

The Friends have requested \$4500 to fund a part time page to help in organizing the books for the Book Sales. Not approved. Friends should fund this from their funds.

**COMMITTEE REPORTS:**

Development Committee (Lara Helwig) No decision yet on how to set up a development fund. Should it be with the Library or the Friends? Will meet with consultant Bill Carlton to work on the "Case Statement" (draft statement included in Board packet). The launch of the Campaign should be in conjunction with the Gala. The next committee meeting will be June 25 or 26.

150<sup>th</sup> Anniversary Committee: (Mitch Cohen) Promotional banners are ready to be installed at Library entrances. Anniversary polo shirts should be ready for the next Board Meeting. The next committee meeting will be May 7.

BUILDING, GROUNDS/SPACE PLANNING COMMITTEE: (Lara Helwig) The committee is formulating a random survey or surveys to gauge how patrons might like to see interior space re-configured. Will

also use focus groups and ask MBLC consultant for advice. A list of target groups of library users is being created. The committee is also developing FAQs (with answers) that Board members might use when discussing the building program. The committee is also reviewing Usage data collected by library staff. The next committee meeting will be June 19.

Technology Committee: (Will Frankian) The committee is hoping to install a digital sign on Main Street to promote Library and Friends programming. The committee is considering two bids for wireless printing (PrintMe and uniFlow). CWMARS has informed the library that it has to upgrade our 2 wireless Access Points (WAPs) at a cost of about \$2000.

2018 NOMINATING COMMITTEE: (Bobby Babcock, Will Frankian, Jim Hogan). The committee met 3 Times (in person and via email) and recommended the following slate of officers for the 2018-19 Period:

Chair	Michelle Rehill
Vice Chair	Lara Helwig
Treasurer	Bobby Babcock
Secretary	James Hogan

Each of these Board members has agreed to serve.

#### **MISCELLANEOUS:**

The Word of Mouth Marketing (WOMM) wrap-up summit has been rescheduled to September 12. A number of staff will be attending the annual MLA meeting in Framingham on May 21-12.

The next Board meeting will be on June 12, 2018 @ 7 PM.

The motion to adjourn was made by Mitch Cohen and seconded by Will Frankian. The meeting adjourned at 8:17 PM.

Respectfully submitted,

James Hogan, Secretary  
June 8, 2018