

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES FEBRUARY 13, 2018**

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

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

**CALL TO ORDER AND APPROVAL TO THE MINUTES:**

Chair Rehill called the meeting to order at 7:01 PM. and for approval of the minutes of the meeting of January 9, 2018. Jack Sharp noted that a correction was needed. The 3 words, "approval of the " should be stricken from the paragraph beginning with, "Chair then asked..." The Board agreed and Jack then moved to approve the minutes. This motion seconded by Ralph Parente and passed unanimously.

**FINANCIAL REPORT:** (Chris Lindquist). The budget is on target with 53% expended to date.

**LIBRARY DIRECTOR'S REPORT:** (Chris Lindquist). There were no personnel issues to report.

Chris noted that the Town is strongly considering moving from offering 3 Health Insurance Plans to 1. Most likely, this will be Fallon. Most of the Town's bargaining units support this action which will be less expensive and offer essentially the same services.

Building update: The Town's Community Preservation Committee (CPC) has approved the Library's request for \$53,000 to repair the roof and access water damage in the Gale Building. Chris has asked for a quote from DAS Alarms for the installation of security cameras (front entrance, parking lot and exterior). The hope is for 24/7 coverage with the system connected to the Police Department. Chris also met with Northeast Digital Integrators (NEDI) asking for a quote to upgrade and enhance AV equipment throughout the Library. The plan is to obtain 3 bids before moving ahead.

The Library's Annual Report is included with these minutes to be submitted to the Town for inclusion in the Northborough Annual report.

The LSTA Grant for the Outreach Services to the Homebound is temporarily stalled. Town Counsel is concerned that the Coordinator for the program could be classified as an "employee" rather than a "contractor". This could potentially lead to liability issues. Chris is seeking clarification and is considering the option of using the "independent" Friends as a conduit for the project. The Coordinator, Rick Starzyk, is ready to begin as soon as this issue is resolved. Two community forums are planned (March 5 and 17) to gather input. Chris is meeting with the Northboro Interfaith Clergy Association (March 21) seeking their input and assistance in recruiting volunteers.

Patron behavior has become a small issue and Chris asked for Board input. There have been some disruptions by person(s) with special needs. The Library wishes to deal sensitively with all patrons and remain welcoming and open to all. There was broad agreement of this objective. Chris asked for Board approval of added language to the patron Behavior Policy. The following sentence would be added, "The Library Director or his/her designee will use their own discretion in instances when an individual with a disability is not able to conform to the Patron Behavior Policy and needs additional

accommodation.” The Chair asked for a motion to approve. Jocelyn moved to approve, Jack seconded and the new language was approved unanimously.

The Library’s application for “Roving Archivist” has been approved by the State Historical Records Advisory Board (SHRAB). Rachel Onuf will be meeting with staff on February 12 and will be submitting recommendations as to how we can better utilize our archival collection.

#### **COMMITTEE REPORTS:**

150<sup>TH</sup> Anniversary Committee. Michelle Rehill reported for absent chair Mitch Cohen. Planning is well underway. Party will be on April 8, 2018. Various historical and local artists’ work will be on display. A banner will be in place at the main entrance. Swag was discussed. Past library directors will be invited to the party.

Development Committee (Lara Helwig). Next meeting will be on March 12. The 2017 goal of \$20,000 has been reached from a total of 250 donors (up by 50 from the previous year.) The Friends have also donated \$15,000 to seed an endowment. The committee will be working with the greater Worcester Foundation (where the endowment would reside). It was agreed that there should be a written letter of understanding between the Friends and the Trustees as to who is the proper custodian of the endowment.

Building & Grounds Committee (Lara Helwig). The committee met with Lauren Stara of the MBLC seeking advice. Lauren stressed flexibility in selecting furniture, shelving, and technology. Also, any space modifications should be made with flexibility in mind. Lauren also noted that permanent collections are shrinking in favor of more communal meeting spaces. Committee members are encouraged to visit other area libraries for ideas and inspiration.

#### **MISCELLANEOUS:**

Chris has received requests from two outside entities asking to use space in the library. These are both essentially business opportunities. One was a local attorney (John J. McMaster) and the other is a statewide Virtual School. The Board advised Chris to say no to Mr. McMaster and to look further into the school’s request.

There being no further business, the Chair asked for a motion to adjourn, (Jocelyn McElhiney moved and Jack Sharp seconded). The meeting was adjourned at 8:30 PM.

The next Board meeting will be on March 13, 2018.

Respectfully submitted,

James E. Hogan, Co-Secretary