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***NORTHBOROUGH FREE LIBRARY***

***BOARD OF TRUSTEES***

***MEETING MINUTES SEPTEMBER 11, 2018***

**PRESENT:** Richard Tucker, Lara Helwig, Ralph Parente, Mitch Cohen, Michelle Rehill (Chair), Robert Babcock, Jocelyn McElhiney, Jack Sharp, Jim Hogan.

**ALSO PRERSENT:** Chris Lindquist, Selectman Jason Perrault, Deb Hersh, Bonny Krantz, Ellen Church (Friends President).

**CALL TO ORDER & APPROVAL OF THE MINUTES:** Meeting called to ordered @ 7:05 PM. Chair Rehill introduced the newest Trustee, Richard Tucker. Jack Sharp announced that he will resign due to health concerns. Jack was thanked for his years of service and the wisdom he brought to the Board. The minutes of the July 10, 2018 meeting were approved with one abstention.

**FINANCIAL REPORT:** (R. Babcock). In FY18, the library remained well within budget and sent back to the Town approximately $3,500. To date, FY19 budget is right on target.

**LIBRARY DIRECTOR’S REPORT:**

Personnel: Lindsay Ward has joined the staff as a part-time Children’s Library Assistant.

Building Update: Repairs to Gale should happen this fall (painting, plastering and roof repairs). Funds ($53,000) from CPC. Chris plans to submit another grant request for CPC funds to repair pocket doors in the Gale Library building. Chris and staff are working with Plymouth Rocket to develop an automated Room Reservation system called EK Rooms. The On-Line Community Calendar (via Burbio Co.) is now live. Chris requested Board approval to close the library for 2 hours on 11.29.18 from 9:30 to 11:30 AM in order to conduct staff training on customer service. Training to be provided by consultant Kristi Chadwick of MLS. The emphasis will be on providing staff with better tools to deal with problem patrons and to help management support front line staff in a consistent manner. Motion was made by L. Helwig and seconded by M. Cohen. **Board unanimously approved this request**

**COMMITTEE REPORTS:**

Development: (L. Helwig ). Letters of invitation have been sent to selected library stakeholders to meet with Bill Carlton and Gary Webster. They have so far met 25 people (1/3 of planned total). Based on these and other input, Carlton will present a report at the December Board meeting detailing the feasibility of the proposed fundraising campaign. The next committee meeting will be in October.

Proposed MOU between the Board and the Friends of the Library: (L. Helwig & E. Church) A draft agreement was included in this Board packet. An endowment will be established and be administered by the Greater Worcester Community Foundation (GWCF). The Friends will oversee the endowment. It is to be understood by all that going into the future, the endowment is intended for long term projects. The Friends meet next during the last week of September. The hope is to have the Friends open the account at GWCF with an initial deposit of $10,000**. A** **motion was made by M. Cohen and seconded by J. Sharp to approve of this MOU. It passed unanimously.**

The Library has received an unrestricted gift from the estate of Jolene Downey in the amount of $36,000. The 4th Annual Appeal letter will go out by the end of September. This will total approximately 6600 letters. The Committee recommends increasing this year’s goal to $25,000. All Board members are encouraged to contribute. **A motion was made by J.McElhiney and seconded by L. Helwig to authorize** **$4200 from the library’s state aid to pay for this mailing. The motion passed unanimously.**

Administrative: (Michele Rehill). This committee with be charged with reviewing the Trustee By-Laws and reporting back to the Trustees.

Long Range Planning: (J. Hogan) J. Hogan and M. Rehill will be conferring on ways to get this committee established.

Building & Grounds/Space Planning: (M. Cohen). A survey will be administered (350 responses are hoped for) asking patrons, “about their current or past use of the library building and their perceptions about changing needs and possible new uses of some spaces.” It will be stressed that we are **not** envisioning major renovations or additions, but rather re-utilization of existing space. J. Hogan will liaison between LRP and Building & Grounds.

150th Anniversary Committee: (M. Cohen). A sub-committee has been formed with Linda Corbin providing patron input. They met with Event planner Lori Chastanet and have contracted to consult with her re: The Gala event. Her fee is $1000. The event will be held on April 6, 2019 at The Haven CC in Boylston. All are pleased with the amenities, layout and function rooms at the Haven. The Gala will be promoted beginning at Applefest. Local businesses are being asked to act as sponsors. The next committee meeting will be October 2, 2018 @ 6:30 PM.

Technology Committee: (M. Cohen). The committee is recommending a trial of PrinterOn for Libraries (MobilePrint). This product is used by many libraries in Massachusetts and enables “patrons and staff to send wireless print commands to a networked printer using any mobile device.” Patrons would pay for prints at the print station. The annual cost for the product is $750. The committee is also planning to conduct an inventory of all computing equipment with the aim of recommending reasonable replacement cycles.

The Next Board meeting will be October 9, 2018 @ 7 PM

The Meeting was adjourned at 8:25 PM

Respectfully Submitted, 10.7.18

James Hogan, Secretary