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|  | **Northborough Free Library**  **34 Main Street**  **Northborough, MA 01532-1997**  **Phone: (508) 393-5025**  **www.northboroughlibrary.org** |

**Board of Library Trustees**

**AGENDA**

Tuesday, September 11, 2018

7:00 p.m.

***Conference Room***

1. Call to order and opening remarks

* Welcome New Trustee Richard Tucker

1. Approval of minutes of July 10, 2018
2. Library Director’s Report

* Personnel update
* Building update
* Automated room reservations using EK Rooms
* Request to close for staff development training

1. Committee Reports:

* Administrative Committee:
  + Proposed Bylaws review
* Long Range Planning Committee – no report
* Building and Grounds Committee:
  + Timeline for pending repair of Gale Library
  + Customer survey and focus group meetings
  + Next meeting: September 25, 2018 @ 7:00 p.m.
* Development Committee:
  + Proposed MOU between the Trustees and the Friends of the Library
  + Update on Planning Study with Carlton & Co.
  + Discussion regarding the Jolene Downey gift
  + Next meeting: To be announced
* 150th Anniversary Committee:
  + Proposed 150th Anniversary Gala on April 6, 2019
  + Update on Applefest Parade and Street Fair (September 15-16, 2018)
  + Update on Gale Library Exhibit (November – December, 2018)
  + Next meeting: October 2, 2018 @ 6:30 p.m.
* Technology Committee:
  + Proposed wireless print solution (Canon USA)
  + Next meeting: To be announced

1. Date of next meeting: October 9, 2018
2. Any other business that may come before the Board
3. Adjournment