***NORTHBOROUGH FREE LIBRARY***

***BOARD OF TRUSTEES***

***MEETING MINUTES APRIL 10, 2018***

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

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

**CALL TO ORDER AND APPROVAL OF THE MINUTES:** Chair Rehill called the meeting to order at 7 PM. The Minutes of the March meeting were amended to show that Deb Hersh was in attendance. The Minutes were then approved unanimously.

**FINANCIAL REPORT:** Chris reported that the budget is on target with an expenditure rate of 75%. Utilities are again over but can be covered from other accounts.

**DIRECTOR’S REPORT:**

Chris met with the Town’s Appropriations Committee on March 22 and presented the Library’s budget recommendation. He was well received and the Committee was impressed with the substantial increases in program attendance. Much of this is attributed to Children’s programing.

Pending approval at Town Meeting, the FY 19 library budget will increase by 2.36%. This is in line with the increases for other Town Departments.

We should still push for restoring evening hours. The proposal would be for the Library to self-fund this in the beginning with the understanding that the Town would assume the costs in the third year. Library fuds to come from the $50,000 we have raised through the Annual Appeals. It is important that this arrangement with the Town be in writing.

The Library parking lot will be re-sealed this spring. Paid for by the Town’s Public Buildings Account.

The Library’s plan (as part of the Technology Plan) to install security cameras has been put on hold at the request of the Town. The new goal is to install cameras in conjunction with other Town Departments. Northborough police will be conducting further ALICE training for library staff. In light of recent incidents both library staff and police are exploring all possible security measures to ensure the safety of our patrons.

LIBRARY ON THE GO continues to move forward. Rick Stark, Outreach Services Coodinator, is working hard at beginning deliveries at the end of April. Chris attended a meeting at the Senior Center with partners in this project to provide library materials to the homebound and to people with special needs.

Attorney Arthur Bergeron will be presenting (with BathPath Elder Services) two legal clinics on elder law. They will be held on May 17 and June 18.

**COMMITTEE REPORTS:**

Development Committee chair was not present and this committee report was tabled.

Chris asked for a motion from the Board to use unrestricted funds to cover $5000 of consultant Bill Carleton’s $7500 fee. The motion was moved by Mitch Cohen, seconded by Jack Sharp and passed unanimously.

Treasurer’s Report was presented by Board Treasurer Bobby Babcock.

1. $6,343 has been expended from trust funds. About the same as last year.
2. As of 12.31.17, we had received $14,894 from the annual fund campaign. Many more donations came in after the new year so we now have about $23,000 in this year’s appeal.
3. We over expended in the Adult Friends Programing, however this was due to a delay in receiving approved funds from the friends. This will not occur in the second half of this fiscal year.

150th Anniversary Committee. Mitch Cohen, chair. Kudos to the planning committee (Deborah, Bonny, Katrina, Spencer and Ellen. The Birthday party on April 8 was a great success. Thanks to Massachusetts Senate President, Harriet Chandler for attending ad offering her inspiring remarks. Plans for future events are well under way. Next big event will be the Gala. The next committee meeting will be April 30 @ 6:30 PM.

Buildings, Grounds, and Space Committee. Chris reported for Chair, Lara Helwig. The next meeting will be May 1 @ 7 PM. The committee is preparing to survey the public as to their perceived needs. The quarterly data survey of library usage will be conducted during the week of April 23.

Technology Committee. Will Frankian, Chair. Committee member Jon Hersh is conducting an inventory of all library technology. The goal is to develop a replacement strategy that can be build into future budgets. The committee is also consulting with CannonUSA to develop a printing strategy that will include wireless printing for patrons. A big thank you to Jon for resolving a major computer glitch that occurred just before the Birthday Party. The next committee meeting will be May 3.

**MISCELLANEOUS:**

The Book Sale grossed $6100.

The Nominating Committee (Bobby Babcock, Will Frankian and Jim Hogan) was asked to prepare a slate of Board officers to be presented at the May Board Meeting.

The next meeting of the Board will be May 8, 2018 @ 7 PM.

Chair Rehill asked for a motion to adjourn at 8 PM.

Respectfully submitted.

James E. Hogan (co-Secretary)

April 26, 2018