

**Northborough Free Library  
Library Board of Trustees  
Meeting Minutes  
March 12, 2019**

Present: Richard Tucker, Ralph Parente, Jocelyn McElhiney, Mitch Cohen, Lara Helwig, Hamilton Soriano, Michelle Rehill, Jim Hogan  
Staff: Chris Lindquist, Bonny Krantz, Deborah Hersh, Donna

Michelle Rehill called the meeting to order at 7:04pm in the Conference Room at the Northborough Free Library.

**Opening remarks:** Chris Lindquist and Michelle Rehill met with Town Administrator John Coderre and Assistant Town Administrator Kim Foster at the Northborough Town Hall, reaching an agreement in principle to add 19- and 11-hour positions in FY2020 to restore Thursday evening hours (implemented after July 1 – budget approved/advertise/hire). The Library will supply the funds for these positions for two full years, allowing the expense to fully roll into town budget by year three.

Motion made by Jocelyn McElhiney, seconded by Hamilton Soriano to approve the minutes of the February 19<sup>th</sup> meeting – 3 abstentions, otherwise approved unanimously.

Chris presented his budget update, with a target of 66% and current total spend at 62%, there are no red flags.

**Library Director's Report**

Building Update: Original plan was to have the Town develop bid specs + package, the Assistant Town Administrator asked Chris to find an architect to develop bid specs and total package (since the Town does not have a facilities manager, this work falls to town admin office) this process delayed beginning but adds \$3-5k in expense for architect work on development, hoping to receive this money from the town fund

**Building & Space planning survey results presentation.**

Money for a building consultant could come from state aid, or possibly 150<sup>th</sup> Jubilee fundraiser. A request was sent to the Friends since they are still maintaining funds earmarked for "construction/capital" expenditures: not usable for study funds but available for actual projects.

Budget does not exist to support hiring a consultant, need to postpone making a decision on the RFP until after the April Trustees meeting, accounting from Jubilee fundraiser, or push expenditure into FY2020. \*Reach out to respondents who are interested in focus groups with email update/info (consensus from Board)

Jubilee: 46 tickets sold (goal 100)

**Volunteer recognition event**

Apr 27<sup>th</sup> seems to be best date (runs parallel to previous scheduled program @2pm – event can encompass both)

Next meeting April 9, 2019.

Motion made by Lara and seconded by Mitch to adjourn – vote was unanimous. Meeting adjourned at 8:28pm

Respectfully submitted,

Jocelyn McElhiney  
Acting Secretary