

**NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES JULY 9, 2019**

PRESENT: Mitch Cohen, Michelle Rehill (Chair), Jocelyn McElhiney, Hamilton Soriano, Richard Tucker, Joan Scott, Charles Recchia, Jim Hogan

ALSO PRESENT: Chris Lindquist, Deb Hersh

CALL TO ORDER: Chair Michelle Rehill called the meeting to order at 7:00 PM. She welcomed new Trustee, Charles Recchia. The minutes of the meeting of June 11, 2019 were approved.

TREASURER'S REPORT: Treasurer Hamilton Soriano reported on Trust Funds, Gifts and Grants, and Friends accounts. (spread sheet attached). All accounts are healthy and in order.

LIBRARY DIRECTOR'S REPORT: The process of selecting and hiring the part-time Circulation Assistant continues. Goal is late August. The two new part-time Thursday evening assistants is on temporary hold pending a soon to be had meeting with the Town Administrator. This will likely move the Thursday opening time to January, 2020.

The Board endorsed Chris' memo to Town Administrator John Coderre in which he made the case for the reclassification of the position of Reference & Adult Services Librarian to "Senior Librarian". The goal is to give the incumbent full responsibility for the management of the Library in the absence of the Director.

The project to repair the Gale Library is stalled. Only one bid (way over budget) was received. We need to consult further with architect Dan Benoit and we may have to break the project in two; exterior and interior. We may also have to apply for additional CPA funds from the Community Preservation Committee. The project is hampered by the robust economy and the full schedules of contractors.

The Outreach Services Coordinator position continues to evolve. The present coordinator, Rick Starzyk, may be moved under the MLS Bibliotemps program since his continued part-time employment under the Town is problematic. The Board has approved the use of funds from the Elizabeth Benoit estate (\$7,500 - \$10,000) to cover this. Also, the grant from BayPath Elder Services may be approved and we should know this in August. This should all be clearer by the September Board Meeting.

The Friends Apple Memory Café remains on hold. The Assistant Town Administrator and Friends President Lisa Gardner will meet soon. At issue is insurance coverage for the monthly meetings.

COMMITTEE REPORTS

Administrative Committee (Chair, Jocelyn McElhiney) met on July 2. It is processing, with the goal of updating, the Collection Development Policy (last up-dated in 2015). This work should also be coordinated with the Long-Range Planning Committee (LRPC).

The Long-Range Planning Committee (Chair, Jim Hogan) met on May 30. It will deal first with the Library's Action Plan for 2020-2021. A draft of the Plan will be processed by the LRPC at its next meeting (August 22) and then presented to the Board in September with a recommendation.

Building & Grounds/Space Planning Committee (Chair, Mitch Cohen) met on June 18. It is considering retaining a building consultant (est. @ \$10,000). MBLC has provided Chris with a list of building consultants. The consultant will facilitate the focus groups consisting of 73 volunteers. The next stage could involve the use of a second consultant to help us plan the modifications of the existing building.

Since these activities might be utilizing existing or future invested library funds, engagement with the LRPC will be essential.

The Technology Committee (Chair, Mitch Cohen) met on July 1 with consultant Mike Harradon who will assist with the migration to Windows 10. This will be done in consort with the Town with a completion goal of January 2020.

150th Anniversary Committee (Chair, Mitch Cohen) held a de-briefing meeting on July 1 to review the Jubilee held at The Haven Country Club in April. The final 150th event will be the sealing of the time capsule on July 16th from 6:00 – 7:30.

The Development Committee (Chair less at present) has not met recently. Chris will be drafting the Annual Appeal Fund letter for mailing in September. Chris will also be working on an “Annual Report to Donors” to be distributed during the Fall. This will serve as a thank you to donors, a report on the use of existing funds, and a promotion of the work of the Friends.

Applefest Parade and Street Fair is September 21st-22nd. The Library will have a booth and will be marching in the parade.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Jim Hogan, Secretary