

**NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES SEPTEMBER 10, 2019**

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

ALSO PRESENT: Chris Lindquist, Bonny Krantz

CALL TO ORDER AND MINUTES: The Chair called the meeting to order @ 7 :01 PM. Motion to accept the Minutes of the Board meeting of July 9, 2019 (by Mitch Cohen, seconded by Jocelyn McElhiney) was made. Minutes accepted unanimously.

TREASURER'S REPORT: Treasurer Hamilton Soriano distributed the Annual Review by Bartholomew & Company of the Town of Northborough's Trust Funds. The Library's Trust Funds are included on page 2 of 2 of the Fiscal Year 2019 Summary. The Library's total funds equal \$324,221.81.

LIBRARY DIRECTOR'S REPORT: Kimberlee Arnold has begun as the new part-time Circulation Assistant. Part-time Reference Assistant Spencer Stevens has resigned to take a full-time position. We will miss him and wish him the best.

The restoration of the Thursday evening hours is still not finalized. Conversations with Town Administrator John Coderre continue and the library continues to be flexible in its proposals as to the configuration of hours. As of now, the total projected cost to the Library to cover this expense from FY20 – FY23 will be \$56,650. The agreement is still not in writing. The starting date is now January, 2020 at the earliest.

The building repairs remain in the bid stage. The project will now be in two phases; exterior and interior. Architect Dan Benoit remains as our building consultant. Due to the higher than expected costs we now intend to submit an additional grant request to CPA.

The annual Statistical Usage report has been submitted to MBLC. The show increases in attendance and e-resources with print circulation flat. This is consistent with national trends.

Chris continues to work with the Friends of the Library as they work to re-brand themselves and re-define their mission. Leadership will be in place for one more year, but will then change. Any Trustee assistance in attracting new Friends and members of their Board will be appreciated.

By consensus the Board approved allowing the US Census Bureau to use meeting room space one day per week for 2-3 hours during October.

ADMINISTRATIVE COMMITTEE (Jocelyn McElhiney). Plans to have a draft of the revised Collection development Policy ready for the October Board meeting.

LONG-RANGE PLANNING COMMITTEE (Jim Hogan) Submitted the Library's Action Plan for 2020-21 to the Board with a strong recommendation that it be approved. The LRPC, in a long meeting, had thoroughly reviewed the Plan and commends Chris and staff for a fine job. A motion was made to approve the Plan. (It is moved that the Board, acting on the recommendation of the LRPC, heartily approve the 20-21 Action Plan for the Library). Richard Tucker seconded and the plan was approved unanimously.

BUILDING & GROUNDS/SPACE COMMITTEE (Mitch Cohen) The committee met on June 18 and will meet again on September 17 to continue reviewing the building repair project and the space utilization study.

TECHNOLOGY COMMITTEE (Mitch Cohen) The committee reported, with appreciation, the gift of HP laptops from WS Development Co. (Tech Committee member Trevor ward's employer). Up to a dozen additional computers may also be received in the near future. These machines will be for staff and patron use.

DEVELOPMENT COMMITTEE. (Chair open). There is much to be done here and a Trustee Chair is needed. Jim Hogan agreed to consult with Chris and Michelle over possible involvement. Local business leaders have expressed an interest in supporting development efforts. Chis is drafting the annual appeal letter He is also working on an annual report to donors. Note that the Action Plan calls for the deposit of \$15,000 into our endowment fund with the Greater Worcester Community Foundation. This money will come from the Downey gift and will match the \$15,000 donated by the Friends.

APPLEFEST: SPETEMBER 21-22

As usual the Library will have a booth on Blake Street on Saturday and the famous "Book Cart Drill Team" will again perform in the parade.

There was no New business. The next Board meeting will be Tuesday, October 8, 2019 @ 7:00.

The meeting was adjourned @ 8:20 PM

RESPECTFULLY SUBMITTED,

James Hogan, Secretary