

Northborough Free Library  
Board of Trustees  
Meeting Minutes for June 14, 2016

**Present:** Bobby Babcock, Lara Helwig, Jim Hogan, Leslie Homzie, Ralph Parente, Michelle Rehill, Jack Sharp, and Jane Clark

**Also Present:** Chris Lindquist, Bonny Krantz, Katrina Ireland, and Ellen Church

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:35pm. Lara announced that the book sale was going on in the Children's Room tonight and tomorrow.

**Approval of the minutes**

Michelle Rehill moved that the minutes from May 10, 2016 be approved but to correct the date of the volunteers' social event to July 14. The minutes were approved as amended.

**Financial Report**

Chris announced that although there will be a surplus in the personnel line item, there will be overages in other lines.

**Librarian's Report**

*Personnel update*

The staffing is complete for now. The library will soon post an ad for a permanent part-time Library Assistant in Adult Services.

The new page-training manual is very welcome.

*Building update*

Kelly Burke, Kim Foster, and Chris met to discuss re-bidding for cleaning services.

Parking continues to be a issue with *C'est la Vie's* customers using the library's parking lot. The restaurant may be working on developing new spaces.

*Legal update*

The library is still waiting for Town Counsel's opinion concerning the Sherman Trust.

**Committee Reports**

*Nominating Committee*

The Nominating Committee presented its slate of officers for FY17: Chair - Michelle Rehill, Vice Chair - Lara Helwig, Treasurer - Bobby Babcock, and Co-Secretaries Leslie and Jim Hogan. A motion to accept the new officers was made and passed unanimously.

## *Technology*

The Windows domain server has been installed. All of the public computers will be on one network. Jack reported that the committee will narrow down the choices for new technology and present them at the December meeting.

## *Branding and Marketing*

Michelle reported that the library is going with Stirling Technologies. Stirling will add more patron feedback to their plan in the form of focus groups and phone interview surveys. The revised cost is \$7,480. The target is a September completion.

## *Development*

Lara discussed the need for including Northborough companies and corporations in library fundraising.

## **Other Business**

### *Take Your Dog to Work Day*

The date is June 24. Jim motioned to approve that staff may bring their dogs to the library that day. The Board passed the motion with two abstentions.

### *Summer Reading Programs*

The Children's theme is "On Your Mark, Get Set, READ!" The Adults' is "Exercise your mind - READ!" The programs run June 20 through August 13.

### *Antiques Appraisal Day October 15, 2016*

Ellen Church presented the Friends' proposal. They have voted to pay for the appraisers and associated expenses. Ellen suggested it be a business-sponsored event and asked for a commitment from the Trustees to support it. Jim moved that the Board approve and facilitate the event. The motion passed unanimously.

## **Date of next meeting**

The next meeting will be July 12, 2016 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:41 pm.

Respectfully submitted,

Jane Clark

### Documents used during the meeting

June 14, 2016 Agenda

Adult Summer Reading brochure

May 10, 2016 Minutes

Children's Summer Reading Calendar

June 2016 Financial Report

Paging at the Northborough Free Library

June 2016 Librarian's Report

Library Page Training Manual

May 2016 Children's Services Report

Stirling Branding and Design Agreement

May 2016 Teen Room Statistics