

NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES FOR FEBRUARY 14, 2017

PRESENT: William Frankian, Ralph Parente, Jack Sharp, Jocelyn McElhiney, Michelle Rehill (Chair)

NOT PRESENT: Lara Helwig

ALSO PRESENT: Deb Hersh, Katrina Ireland, Chris Lindquist

Call to order: Chair Michelle Rehill called the meeting to order at 7:32 PM

Approval of the Minutes: The minutes of the meeting of January 10, 2017 were approved by unanimous vote.

FINANCIAL REPORT: Library Director Chris Lindquist reported that with the year 58% over the budget is basically on track. The one exception is utilities which will be over even staff are being extra efficient in turning off lights etc.

LIBRARY DIRECTOR'S REPORT: Part-time library page Katie Hunter must resign as of February 17 due to academic needs. Position has been posted with the hope of filling it by mid-March.

CL has completed writing the performance reviews for staff eligible for merit increases and has begun meeting with department heads to review their evaluations. Eligible staff received 2% increases this year. This is the same as in other Town departments.

Moura's Cleaning Service continues to be used. CL hopes to receive approval from Town Administrator to put out an RFP for cleaning and light maintenance under the FY 2018 budget. The Town's new electrician has been on site.

CL and Adult Services Librarian Deb Hersh have completed the planning for the 2017 program. This will include a new music series beginning with a St. Patrick's Day concert on March 18. This program is fully funded by the Friends. We express our thanks and appreciation to the Friends for this.

Volunteer Coordinator Spencer Stevens and CL recently met to discuss recognizing the contribution of our volunteers. It is hoped to do something during National Library Week (April 9 – 16). This could possibly be an event on April 10 before the library opens at noon. Stay tuned.

CL attended a workshop on the LSTA grant process run by MBLC consultant Shelly Quezada. The proposed grant request of \$20,000 would fund the OUTREACH SERVICES TO HOMEBOUND RESIDENTS. The first draft of the proposal is due on February 24. CL is also considering with Lisa Gardner and the Senior Center to create a "memory Café" similar to the successful one at the Shrewsbury Public Library.

CL plans on attending the Library legislative Day (March 7) at the State House to lobby for increased funding for libraries.

With Friends funding the library will be installing three new digital frames to highlight library programs and activities. They will be in the main lobby, the children's area, and on the second floor.

The library recently received a check for \$36,000 from the estate of Jolene Downey. This is an unrestricted gift and may be used to establish an endowment.

Also received was a check for \$1000 from the Marshall family in memory of Chris Marshall. This will be applied to the Minecraft initiative.

CL is preparing an RFP to retain a fundraising consultant. This will be done in conjunction with the Development Committee.

CL has been working with Town Treasurer June Hubbard to activate an online pay account to allow the library to receive online donations.

The Warrant Article request for a revolving account has been submitted. Also submitted was the Warrant Article request to allow the library to accept State aid.

Due to weather Tech Night @ the Library had to be re-scheduled.

With funding from Avidia Bank, the library will be obtaining 2500 new bookmarks that will incorporate the new logo.

With funding from the Friends new shelving has been installed in Adult, Teen, and Children's areas.

Local photographer Jon Bush has completed his "Virtual Tour of the Library" which is now available on the website.

COMMITTEE REPORTS:

Technology Committee: Chair Will Frankian reported that the committee has reviewed the first draft of the Technology Plan. The implementation timeline has been accelerated. Teen Services Librarian Bonny Kranz is moving forward with the Minecraft initiative. Katrina Ireland reported on "Tinker Trainer" (?).

Branding & Marketing Committee: Sarah Silva of Stirling technologies to update the *Gale Forecast* monthly newsletter. Sarah also created 3 new poster templates to be used in the Children's area. The first monthly column on the Library has appeared in the Northborough-Southborough News.

The next meeting of the Board will be March 14, 2017 @ 7:30 PM.

The Chair moved to adjourn the meeting at 8:15 PM