

Northborough Free Library  
Board of Trustees  
Meeting Minutes for April 12, 2016

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

**Also Present:** Chris Lindquist, Deborah Hersh, John Hersh

**Not Present:** Barbara Virgil

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:30 pm. Lara announced that Jane Clark is resigning after 20 years on the Board effective in July.

**Approval of the minutes**

Michelle Rehill moved that the minutes from March 8, 2016 be approved; Jack Sharp seconded the motion. The minutes were approved by a unanimous vote.

**Financial Report**

Chris Lindquist gave the update that the budget at 71% is on target for this point in the fiscal year. Chris met with the Appropriations Committee March 16 to outline the Library's FY2017 budget. Lara will be presenting the article to accept state aid at Town Meeting later this month.

**Librarian's Report**

*Personnel update*

Melissa Chase has been hired for the full-time Children's Library Assistant starting April 25.

*Building update*

Chris met with the Historic Commission regarding the CPA funds to address water penetration issues in the Internet Cafe. They suggested applying early in the process in order to be included in the next round of CPA grants.

*250th Anniversary Committee request*

It was voted unanimously to use the main entrance display case to exhibit merchandise that is being sold to raise funds for the anniversary events. There will be no selling in the Library, just promotion.

*Proposed Volunteer Recognition event*

The Board voted unanimously to support the Library staff in connection with a family-friendly social event to thank the Friends and volunteers.

*Proposed Antiques Appraisal Day*

Due to unavailability of Skinner appraisers in June, the event is scheduled for October.

**Committee Reports**

Lara and the **Development Committee** met April 5. The current amount for the Annual appeal is \$9950. Since the goal is \$20K, they recommended that each Trustee bring in \$1000 by June 30. This would be achieved by working from a prepared script and reaching out to friends and contacts in the community. Development would go through

the list of donors to the 2009 Addition/Renovation and current Annual appeal. There was some discussion of the content of the script/letter. The Annual Appeal letter will go out earlier this year, possibly September. There was also a discussion about establishing a foundation and the time/expense involved.

Jack and the **Technology Committee** met April 8. He presented the following motions to the Trustees tonight:

1. Move to accept the “NFL Computer Network and Control Plan” as our short term technology maintenance strategy (pending the approval of our full NFL Technology Strategy next December).
2. Move to create a “Windows Domain” that adds a server to our network to control all public access PCs as outlined in the “NFL Computer Network and Control Plan” and fund the expense through available unexpended Capital Equipment funds.
3. Move to have the NFL retain Technology Consultant Mike Harradon of Chelmsford, MA to assist us in implementing the “Windows Domain” and server approved in motion #2 above and to train and back up the staff in administering and supporting the new environment and to provide ongoing administrative support and periodic maintenance to the server.

All three motions were voted on and passed unanimously.

Michelle and the **Branding & Marketing Committee** have received 20 RFPs. A core group will narrow the proposals down to between four and six. These will then be presented to the full committee for review. Some of the Friends will also be asked to sit in on the selection. The decision will be made by the end of May.

### **Other Business**

Chris decided to table an overview of his presentation that he recently gave at the Senior Center until next month. Town Meeting starts April 25.

### **Date of next meeting**

The next meeting will be May 10, 2016 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:49 pm.

Respectfully submitted,  
Jane Clark

### Documents used during the meeting

April 12, 2016 Agenda	NFL Computer Network and Control Plan
March 8, 2016 Minutes	NFL Technology Committee status/proposed motions
April 2016 Financial Report	Establishing a Library Foundation: Planning, Persistence, Progress
April 2016 Librarian’s Report	Overview of programs, services, and usage for Appropriations Committee
March 2016 Children’s Services Report	
March 2016 Teen Room Statistics	