

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

Present: Lara Helwig (late), Michelle Rehill, Jim Hogan, Jack Sharp, Barbara Virgil, Jane Clark

Also Present: Chris Lindquist, Deborah Hersh, Katrina Ireland, Bonny Krantz

Not Present: Leslie Homzie, Ralph Parente

Call to order and opening remarks

Vice Chair Michelle Rehill called the meeting to order at 7:34 when it was determined that Lara was delayed by the bad weather, and the Board had a quorum. Michelle pulled an Alexander Haig and declared herself the acting secretary for this meeting only.

Approval of the minutes

Jack moved that the minutes from the December 8, 2015 meeting be approved. Jim seconded the motion. The minutes were approved by a unanimous vote.

Financial Report

FY16 Appropriations Report

There were no unexpected variances.

FY16 Trust Funds Report

Barbara presented an updated Trust Funds spreadsheet outlining restricted principal and expenditures of unrestricted funds.

Margaret E. Sherman Trust

Chris submitted background information on the Sherman Trust. We have not gotten a disbursement from the Fund since 2011. Chris contacted the Fund Trustee, who reported that he was hoping to rebuild the fund before making more disbursements. Chris researched the Sherman Foundation through publicly available documents and found significant increases in the compensation to the Fund trustee. Chris will share this information with John Coderre, Town Administrator, and Town Counsel for advice on possible future action.

Library Director's Report

Personnel update

Two library part-time personnel have resigned. Nancy Hallock left to accept a full-time position. Syndey Field left for personal reasons, but will fill in as a circulation desk substitute from time to time. Interviews for both positions are ongoing.

Building update

No major issues this month.

Annual Report for 2015

Submitted to the Town, and shared with Trustees at the Board meeting.

Revised Meeting Room Policies and Procedures

Jack motioned to approve the Revised Meeting Room Policies and Procedures, Barbara seconded the motion, and the motion was approved by a unanimous vote.

Cultural Council

Cultural Council awarded a \$600 grant to the library to inaugurate the Spring Music Series, to begin with the Assabet Valley Chambersingers on Saturday, February 20 at 2:00 p.m.

Many other programs and events are scheduled.

Committee Reports:

Development – annual fund appeal letter

The Appeal has brought in \$8,785 to date. The intention is to add to the Invested Trust Funds. Additional discussions will be held to determine specifics of the use of the funds.

Technology

Jack submitted a detailed report of the Technology committee. There are two subcommittees. One is working on a technology maintenance plan with the goals of reducing the staff resource drain required to maintain equipment, and maximizing connectivity. The other subcommittee is investigating new technologies for inclusion in a Library Technology Plan.

Branding & Marketing

On January 4 the committee met with Anna Popp, MLS Advisor. Anna walked us through the process of identifying our brand. The committee recommended an RFP for professional design services. We also discussed the possibility of using the services of a local college student majoring in communications, marketing, or graphic design to decrease the cost. Barbara motioned that the board approve up to \$10,000 for an RFP, with equal amounts coming from the Board and the Friends. Jim seconded the motion, and it passed unanimously.

Any Other Business that may come before the Board

Member of the Public with a Question Regarding Donations

Jodie Chapin attended the meeting. She had questions regarding the donation of books to the Northborough Library. After a brief discussion it was determined that the question was really related to collection development. Deborah offered to review the issue, and share the collection development policy.

Date of next meeting

The next meeting will be February 9, 2016 at 7:30 pm in the Conference Room.

The meeting was adjourned at 8:45pm.

Respectfully submitted,

Michelle Rehill, secretary pro-tem

Documents used during the meeting:

January 12, 2016 Agenda

January Librarian's report

December 8, 2015 Minutes

December 2015 Financial Report

December 2015 Teen Room Statistics

December 2015 Children's Room Statistics

FY2015 Annual Report

Invested Trust Funds Report

Margaret E. Sherman Trust documents

Meeting Room Policies & Procedures

Technology Committee minutes