



# Northborough Free Library

34 Main Street

Northborough, MA 01532-1997

Phone: (508) 393-5025

[www.northboroughlibrary.org](http://www.northboroughlibrary.org)

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## Board of Library Trustees

### AGENDA

Tuesday, September 12, 2017

6:30 p.m.

### *Conference Room*

1. Call to order and opening remarks
2. Summer Wrap-Up with Trustees and Staff
3. Approval of minutes of July 11, 2017
4. Financial Report
  - FY18 Appropriations
5. Library Director's Report
  - Building update:
    - New cleaning services contract: Green Life Janitorial Corp.
    - Proposed Community Preservation Committee grant request
  - FY2019 Budget timetable
  - LSTA grant: Outreach services to the homebound (\$13,400)
  - Special Collections project:
    - Proposed mission statement
    - Pending grant to the State Historical Records Advisory Board to retain a Roving Archivist
  - Word of Mouth Marketing campaign
    - Applefest Parade and Street Fair Booth
    - Consultation with MLS Advisor Anna Popp on interior signage, including digital signage
6. Committee Reports:
  - Development
    - 2017 Annual fund appeal letter
    - Update on Development Plan and consultation with Carlton & Co.
  - Technology
    - Update on Technology Plan
7. Date of next meeting: October 10, 2017
8. Any other business that may come before the Board
9. Adjournment