

Northborough Free Library  
Board of Trustees  
Meeting Minutes for May 12, 2015

**Present:** Jane Clark, Lara Helwig, Leslie Homzie, James Pini, Michelle Rehill, Jack Sharp, Barbara Virgil

**Also Present:** Jean Langley, Deborah Hersh, Katrina Ireland

**Not Present:** Ralph Parente

### **Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:31 pm.

### **Approval of the minutes**

Barbara Virgil moved that the minutes from the April 14, 2015 meeting be approved. Jack Sharp seconded the motion. The minutes were approved by a unanimous vote.

### **Financial Report**

Jean is concerned about the building maintenance and HVAC lines regarding possible damage to pipes by roof raking over the winter – estimate repair cost is pending. It is possible to tap into state aid to cover the cost; Lara suggested we reach out to the Town before asking for state aid. Otherwise the budget is on track.

### **Librarian's Report**

Regarding some building upgrades -- a ceiling fan will be installed over the reference desk, and an additional outlet will be installed. There was a discussion on updates and changes to some policies. The Educational Institutional Cards are being updated, and will be sent out to the schools in the fall. School principals sign the cards -- the institution is the responsible for the items, not the individuals. A vote was taken on the updated document -- Jack Sharp moved; Michelle Rehill seconded—passed by a unanimous vote. We reviewed the recently revised collection development policy; some minor suggestions and edits were pointed out. Jean will revise the policy, and we will vote on the revised document at the June meeting. Jean gave an update on the historic document, “1791 Regulations for Northborough Library”, and our two antiquarian book holdings. We were given an estimate that it would cost approximately \$2000 to have the document preserved; the funds will come from the Sherman account. We voted to use the funds for this purpose -- Jack moved; Barbara seconded—passed by a unanimous vote. We discussed the books: *Discourse had in the College-Hall at Cambridge, March 27, Before the Baptism of R. Judah Monis*, and *The History of Worcester County (1793)*. Jean spoke with a contact at the American Antiquarian Society about these titles, and values on the rare book market. The Judah Monis title has been auctioned in the past at \$7000 plus. Jean will reach out to Skinner, for their estimate, and we revisit our options at the June meeting. There was a vote to close the Library on Friday, July 3 – Jack moved; Barbara seconded—passed by a unanimous vote. Discussion to post Library minutes on Town website – we would ask a Town Hall employee to upload the minutes on the website. In the past, the Library hasn't hosted because of staffing maintenance issues regarding the Library's web page. We voted on this change -- Jack moved, Barbara seconded the motion—passed by a unanimous vote. Jean gave us the update that Justin Snook has accepted a library director position at another library.

### **Appointment of Nominating Committee**

Lara gave the update that Jack, James, and Jane have been appointed to the nominating committee. The slate of candidates will be presented at the June meeting, and voted on in July. Positions will start in September.

### **Subcommittee Report- Search Committee**

The committee received 12 applications for the director position, and limited the group to seven. Three candidates have been screened, and two more screenings are planned for later in the week.

**Date of next meeting**

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

The meeting was adjourned at 8:25 to Executive Session with no intent to return to the public meeting.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

May 12, 2015 Agenda

April 14, 2015 Minutes

April 2015 Financial Report

May 2015 Librarian's Report

April 2014 Children's Room Statistics

April 2015 Teen Room Statistics

Collection Development Policy

Educational Institutional Cards Policy

Northeast Document Conservation Center Quote