

Northborough Free Library  
Board of Trustees  
Meeting Minutes for October 13, 2015

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

**Also Present:** Christopher Lindquist, Katrina Ireland, Jason Perreault

**Call to order and opening remarks**

Lara Helwig, Chair, called the meeting to order at 7:32 pm. Lara gave the update that Jim Hogan was sworn in as a trustee. She also introduced our guest Jason Perreault, member of the Northborough Board of Selectmen.

**Approval of the minutes**

Jack Sharp moved that the minutes from September 15, 2015 be approved; Michelle Rehill seconded the motion. The minutes were approved by a unanimous vote.

**Financial Report**

Chris gave the update that the budget is on track for the early stages of the fiscal year. The C/W MARS billed was paid. We discussed the talking points handout related to FY17, and the most effective ways to advocate for staff and hours reduced since FY09. A first step is to restore Thursday evening hours; this is documented as priority for our community from the most recent Library Community Survey. Jason Perreault said the Town's budget process hasn't started yet, and currently the Town is in the process of a global staffing study of all departments. He suggested we give a presentation to the Appropriations Committee regarding additional staffing and hours.

**Librarian's Report**

Chris gave the update that the FY16 State Aid Financial Form was submitted; we hope to not apply for a waiver next year. The heat in the building has been turned on. And a new boiler pump was installed at \$3740. This year the library did not have time to apply for a Community Preservation Committee grant; we plan to revisit next year. The DPW will take care of the plantings near the main library entrance this spring. Donna Kafel was hired as the new part-time reference librarian and will start October 19. Staff members Tracey Loconto and Sidney Field are both out on medical leave. Trustees voted on two requests for solicitation activity in the library from two groups representing the 250<sup>th</sup> Anniversary Committee to sell tickets to help defray the cost of anniversary celebration events. Michelle moved to approve, and Jack seconded the motion; it passed by a unanimous vote. We reviewed the photo release request form. Chris will ask the town's attorney to review the document. Jack motioned to approve the form, Barbara seconded the motion; it passed by a unanimous vote. The Library Open House is Thursday, October 22. The Massachusetts Library Trustee Association annual meeting will be held at the library on November 7. The library is exploring hosting an event to display student art with a partnership with Algonquin Regional High School.

**New Website Demonstration**

Chris presented the new library website. Some new features include online forms, and responsive web design functionality.

**Appointment of Committee Chairs**

Technology, Jack Sharp, Chair  
Marketing & Branding, Michelle Rehill, Chair  
Advancement, Lara Helwig, Chair (temporary)

**Date of next meeting**

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

The meeting was adjourned at 8:49.

Respectfully submitted,

Leslie Homzie, co-secretary

Documents used during the meeting:

October 13, 2015 Agenda

September 15, 2015 Minutes

October 2015 Financial Report

October 2015 Librarian's Report

October 2015 Children's Room Report

October 2015 Teen Room Statistics

Photo Release Form, draft

250 Northborough Anniversary Gala Committee Request to Board

250 Northborough Anniversary Quilt Raffle Request to Board

Solicitation Request Form, revised 2003

Gale Forecast, October 2015