

Board of Trustees of the Southborough Library  
**DRAFT Minutes of Regular Board Meeting**  
November 18, 2014

Chair Jane Smith called the meeting to order at 6:01 p.m.

**Attendance:** Trustees Margarite Landry, Judy Budz, Nancy Mayo, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet were present. Also present: Director Ryan Donovan and private citizen Erika Alvarez.

**Minutes:** Minutes of October 21, 2014, were unanimously approved, with one edit. Chair Smith asked that her name be removed from the signature section of the minutes, as she had no input into them. Unanimously accepted.

**Director's Report:** Attached.

**Financial Update:** Trustees reviewed FY15 budget and spending is where it should be.

**Discussions**

**Main Street Project:** The Main Street project was discussed and a statement was agreed upon for tonight's Board of Selectmen's meeting. Trustees Landry will speak at the BOS meeting tonight, and recommend that the Library's drainage issues be addressed in the Main Street project plan. We have expressed this many times. In fact, Pare Corp., the engineering company that did our engineering study, in conjunction with the DPW, made that recommendation in its 2013 report. And, Carl Adamo, P.E., vice president, Pare Corp., attended a June 2 Main Street Design Working Group meeting and recommended to the group that some additional piping and catch basins on Route 85 be added to the Main Street plan. At relatively little cost, he said, those additions would improve the drainage problems that have plagued the Library.

**Customer surveys:** Surveys are coming in quickly and Ryan expects to see 200-250 before November 30. Trustees asked him to share the survey with Friends and to ask Beth Melo to publicize it on MySouthborough.com.

**Holiday schedule:** Director recommended the Library close at 5 p.m. the day before Thanksgiving, and stay closed the Friday after. He recommends regular Saturday hours. Motion unanimously accepted by Trustees.

Other agenda items were put off until next meeting so Trustees could attend the BOS meeting on time.

Meeting was adjourned at 8:00 p.m., following the BOS meeting.

Respectfully submitted,

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Nicole De Bonet, Secretary  
Library Board of Trustees

**Director's Report**

**October 21<sup>st</sup>, 2014**

## **FY15 Budget & Expenses**

The Budget for FY15 is currently on track.

## **Facilities & DPW**

There has been an ongoing issue with the library's boiler system. John Parent has been coordinating both with me and with Renaud in resolving them. Part of this has to do with how old the system is, but remote startup has been the biggest concern we are facing. It often needs to be reset in the morning manually. It hasn't yet hindered building operations.

## **Technology**

Chris has been attempting to resolve several complaints about the wireless not working. He believes he may have traced the problem down to faulty cables. We are currently looking at replacing any cables which may be causing a problem. He's also purged one of the circulation desk computers of a Malware intrusion, and replaced the public internet computer downstairs in coordination with our contacts at C/W MARS for Envisionware.

## **Programs**

There were a total of 31 attendees for Christopher Golden, making it one of the most successful adult programs we've hosted this year. We'll probably have him back at some point in the future. Brian McKeown presented on Thursday night, November 13<sup>th</sup>.

Kim was a recipient of a Southborough Community Fund Grant. She hopes to utilize the funds she received to offset some of the cost of new juvenile science programming she couldn't afford otherwise. A reception was held at 7pm for awardees on Nov. 17<sup>th</sup>, 2014.

Judy and I presented to the Southborough Cultural Arts Council concerning two separate grants for a new art display case and a young adult craft program proposal, respectively.

## **Survey & Door Count**

There has been a multitude of responses to the survey we implemented. As anticipated, the print survey has been garnering more responses than the online version. I plan to push the online link out more towards the end of the month to see if we can get more responses.

The door count has been commencing as scheduled. The door counter itself was loose on Monday, Nov. 10<sup>th</sup>, so we have noted that a discrepancy has occurred among recording. I hope to compile the data on nights on weekends specifically for the next Trustees meeting.