

Board of Trustees of the Southborough Library

DRAFT Minutes of Regular Board Meeting

December 23, 2014

Chair Jane Smith called the meeting to order at 5:00 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 Advisory Board Member Sam Stivers

Minutes: Trustees voted to postpone acceptance of November 18 and November 21 minutes as some edits are needed to provide a little more detail. Chair will edit and send to Board before December meeting.

Director's Report

Roof: The Director reported that the roof leaked during the Dec. 9 rain storm. It affected the staff area, and children's room windows. Facilities Manager John Parent is working with a roofing company to repair areas where water may have seeped in.

Out-door sign: Trustees have expressed concern that the outdoor sign is not always kept up to date. The Director said the pages' schedules and weather have made it difficult. Keeping the sign current remains a priority.

Minimum wage increase: Director Donovan reported that the minimum wage in Massachusetts will go from \$8.00 per hour to \$9.00 per hour effective January 2015. The minimum wage is also scheduled to be raised again to \$10.00 per hour on January 1, 2016, and \$11.00 on January 1, 2017.

Equalizing hourly rate for pages: The Director asked Trustees to approve raising the hourly rate for one of our pages from \$8.84 an hour to \$9.47, the same amount the other page is earning. Trustees unanimously approved the increase.

ALA dues: The Director joined the American Library Association. Dues are \$xxxx for the year. Trustees will reimburse him out of State Aid, however Trustees voted unanimously to include that cost in the FY16 Dues line item in our budget.

Legislative Breakfast: The Director has organized a legislative breakfast to be held at the Library on Feb. 13, 8 – 9 a.m. The public is invited to come discuss library services with Sen. Jamie Eldridge, and half a dozen representatives from the towns of Southborough, Northborough, Westboro, Marlboro, Hopkinton, Boxboro, Ayer, Hudson, Shirley, and Harvard. Trustee Smith will see if she can get a local business to donate coffee. We need to settle on food at our next meeting.

Annual holiday event: Director Donovan reported that on Dec. 3, more than 200 people attended our annual tree decorating event at the Library, held the same day as Santa's visit to town.

Financial Update

FY15 Budget: Trustees reviewed our year-to-date spending. Everything is on track. The nearly \$3,000 we have in the office supplies line will be spent down soon by an expensive book jacket order.

DISCUSSIONS

FY16 Budget: Report on meeting with Town Administrator Mark Purple and Finance Director Brian Ballantine: Trustees de Bonet and Landry and the Director Donovan reported back on their Dec. 4 meeting. The two town officials listened to the rationale for our budget request, asked questions, and will make their own recommendation to the Board of Selectmen. Trustees have approved a budget request of \$440,720, up 6% from our FY15 budget of \$415,947. It includes more money for educational materials to bring us closer to the State Aid requirement that we spend 19% of our budget

on books, etc.; 15 more part-time hours per week, affecting four employees; and additional money in the Dues line to cover an increased annual C/W MARS assessment, our new public internet computer management system, the library's website maintenance, and increased Constant Contact fees (the software we use to send out our monthly e-newsletter) – all non-negotiable costs. A subcommittee will begin meeting to prepare our Town Meeting presentation. It should include a long-range look at where the Library is heading.

Annual Report submission: Trustees signed off on the Annual Report submission written by the chair. Ms. Smith will email it to Maureen Colleary in the morning.

Personnel Board meeting: Trustees had voted to give the director a 5% pay increase, based on an excellent performance in his first six months. Much to our dismay, the Personnel Board refused to approve that, saying if Trustees wanted Mr. Donovan to earn more, than we should have offered him a higher salary when we hired him last May. Personnel approved a 3% pay increase instead. Trustees respectively disagree, believing that \$60,000 was a reasonable salary for someone who had never served as a director before or had supervisory responsibilities, and that Mr. Donovan's proven performance since taking the job deserved more than the standard 3% increase.

Survey: We had 342 people fill out our customer satisfaction survey. The results were gratifying: 58% said they use the library weekly; 83.19% rated their overall library experience as "excellent" and 15% rated it "good." More than 37% said they have had to wait in line to be helped; nearly 55% said they would use a café or coffee area at the Library; and 47% said they would like to see expanded weekend hours. Our hand-out and presentation at Town Meeting should include some of this data.

Management Course: In lieu of the 18-hour, \$725 the Massachusetts Municipal Personnel Association's Supervisory Leadership Development Program, the Director has signed up for the *Crash Course in Library Management* class offered through Simmons College. The cost is \$200 and Trustees believe it will be more relevant to his job. Below is the job description:

In this class, participants will review the skills and experiences needed to be an exemplary manager of a library organization.

Participants will review issues facing new and existing managers, such as managing people and resources, supervision and performance management, change management, effective communication (written and verbal), training staff, managing cross departmental projects, delegating tasks, and being the middle manager.

Participants will also learn the difference between leadership and management, understanding the qualities that set leaders apart. Strategic planning, mission and vision, and methods used to empower those around you will be incorporated into this segment.

Interactive and dynamic activities such as discussions, reading assignments, and class exercises will accompany each week's lectures. The four-part topical tour of management will cumulate with a final project.

Meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary & Jane Smith, Chair
Library Board of Trustees