

Board of Trustees of the Southborough Library

DRAFT Minutes of Regular Board Meeting

May 19, 2015

The meeting was called to order at 6:05 pm.

Attendance: Trustees - Margarite Landry, Judy Budz, Terrence Ryan, Nancy Mayo, Vice Chair Richard Wallace, and Secretary Nicole De Bonet – were present. Also present: Director Ryan Donovan.

Trustee Business: New Trustee Terrence (Terry) Ryan was welcomed. Many documents were recommended for his edification and to allow him to become up to date on current library concerns.

Elections were held for the new year. Richard was recommended as the Chair and unanimously accepted, with his own vote abstained. Nancy Mayo was recommended as Treasurer and accepted. Terrence Ryan was recommended as Secretary and unanimously accepted. Margarite Landry was recommended as Vice Chair and unanimously accepted.

Accounting Signature Authorization Form was amended with Jane Smith being removed and Terry Ryan added. The website was recommended to be updated with current Officers.

Director's Report: There has been a septic system issue, with an unpleasant odor outside of the Children's Room. A facilities person is coming to evaluate the situation. John Parent is delaying his vacation to be at the library for the inspection and repair.

Budget Discussions: Budget is on track year to date.

Salary line item was discussed. Kim has been out sick, and many people, including Ryan, Barbara and pages, have worked hard to cover all the shifts and needs.

Several line items were discussed. The library is over by small amounts in Salary, Dues, and Longevity due to unexpected increases. Terry moved to transfer any budget lines, including Salaries, as needed at the Director's discretion prior to the fiscal year end. This was unanimously passed.

Discussions: A bench or sitting area was discussed for the area that was recently cleared of overgrown vegetation. The book drop needs to be moved and Karen Galligan's opinion will be sought.

The Friends of the Southborough Library has offered to support the Peggy Tuttle Award, currently and in the future. The initial plaque cost ~\$100, and will likely be ~\$70-80 in future years. A potential committee of Trustees and Friends was discussed. Ryan will need to put together a plan for the future of the Award. The discussion was tabled for future review.

Strategic Focus Groups: Currently going well. One of the meetings will need to be cancelled due to low interest, others are all running. It was recommended that Ryan put out a request for participants on MySouthborough and at the Senior Center.

The long range plan will need to be updated, Ryan and Richard will work on this together. They both would like to add more visual information. They will use the Trustee guide for more suggestions and ideas.

The 2014 Trustee priorities document was briefly mentioned and suggested that it be reviewed. After the review, a decision could be made to either update it or discontinue using it.

Nancy discussed the Community Preservation grant to inventory and catalog our historic collections. Need to talk to Archivists. Ryan also went to the Southborough Museum and found a lot of material that is not protected. He will look into a joint project with the Historical Society for future preservation. He would like to start with a policy from the library. This will be discussed at a future Trustee meeting.

Meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Terrence Ryan, Secretary
Library Board of Trustees