

Board of Trustees of the Southborough Library
Minutes of Regular Board Meeting
June 23, 2015

The meeting was called to order at 6:06 pm.

Attendance: Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Judy Budz, Nicole De Bonet and Secretary Terrence Ryan. Also present: Director Ryan Donovan and Advisory Board member Sam Stivers.

Director's Report:

Budget: Director Donovan reported that there was slightly over \$600 left in the 2014-2015 budget and that if possible, he would place an order prior to the closing of the budget year to utilize these funds. Trustee De Bonet and Director Donovan agreed to double check the numbers.

Focus Groups: The last planned focus group will be on Thursday of this week. Trustees Wallace, Ryan, and Budz agreed to review the raw data. Director Donovan plans to have the information put into a narrative form shortly.

Facilities: DPW and John Parent continue to monitor water infiltration at the Library and will examine the front foundation wall for leaks.

Operations: Attendance has varied for a number of the new programs that the library has offered. Director Donovan is exploring the timing and frequency of programs such as ebook classes, database classes, and newspapers. The children's summer reading program successfully kicked off with over 100 children signing up the first day.

Discussion:

Historical Collection: Trustee Wallace updated the board on the investigation into how to best address the proper handling of both the library's historical material and that of the Historical Society. He and Director Donovan met with town clerk James Hegarty who indicated that the town has a vault but was unsure what was in it from a historical materials perspective. He will share a list of the vault's contents when a review is completed. The Northeast Document Conservation Center would charge \$5,000 to conduct a one-day review of all the library's historical materials. He also spoke with a local archivist who quoted a \$25/hour rate to do the work but had not yet estimated the amount of time the project would take nor when she would be available to do it. Potential funding from the Community Preservation Committee (CPC) was also discussed as Director Donovan and trustees Wallace and Mayo went to a recent committee meeting. The Historical Collection Policy discussion was tabled for a later date.

Library Fund Board: Trustee Landry asked for recommendations of people to ask to be on the board of the Southborough Library Fund. She also discussed the pamphlet that she is creating to encourage people to donate to the Fund and educate them on the various manners in which they can contribute.

Furniture: Trustee Wallace moved to have Director Donovan investigate the purchase of new more comfortable chairs for the library with money from the Fund. Trustee Budz agreed to assist. The board unanimously approved the motion.

The minutes for the June 23rd, 2015 Southborough Library Board of Trustees meeting were unanimously approved.

The Meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Terrence Ryan, Secretary
Library Board of Trustees