

Board of Trustees of the Southborough Library

DRAFT Minutes of Regular Board Meeting

April 21, 2015

Chair Jane Smith called the meeting to order at 6:00 p.m.

Attendance: Trustees - Margarite Landry, Judy Budz, Nancy Mayo, Vice Chair Richard Wallace, and Chair Jane Smith were present. Also present: Private citizen Terry Ryan, Director Ryan Donovan, Advisory Board Member Sam Stivers.

Absent: Secretary Nicole DeBonet

Minutes: Not reviewed.

Director's Report: The Poet Tea program was very successful again this year. The Director is working on partnering with the Worcester County Poetry Association for future poetry workshops.

The Director will send a letter to the St. Mark's Headmaster asking if the school could find another parking spot for the buses from opposing teams at their sports events. Ryan contacted the Athletic Director last year; the request will be made again. The buses make it difficult for our patrons to use our parking lot.

Financial Update: The Director's increased salary approved at the Annual Town Meeting will be effective July 1, 2015. The additional funds will come from the town in FY2016, the library's budget will not be increased. The FY2017 library requested budget will need to include the Director's new salary.

Candidate's Night: Jane Smith met with John Wilson, the moderator for the event, and reviewed the program.

6:30 start time, introductions of all those on the ballot, Nicole De Bonet as time keeper, and 2 minute opening were agreed upon. Name tags to be provided by Judy Butz. Nancy Mayo will provide coffee, Richard Wallace will provide water bottles, Judy will bring a cheese platter and Jane Smith volunteered to bring baked goods.

Community Preservation Fund Grant: The due date for grant proposals to the Fund is June 1. The trustees and the Director agreed to apply for funds for a consultant to help archive our historical material. The Director would like to include the Historical Society's holdings in the proposal and form a collaborative project. Nancy Mayo with Richard Wallace's assistance will write the proposal.

Orientation for new trustee: The Chair has provided Terry Ryan (who is running unopposed for Jane's seat) information on trustee duties and will be sending him more.

InfoBank Subscription: Richard Wallace made a motion to purchase the InfoBank subscription - passed unanimously. Jane Smith made a motion to pay for it from State Aid funds – passed unanimously.

Strategic Planning: The second strategic planning committee meeting is scheduled for May 14th.

Marnie Houlihan has volunteered to help Ryan with the focus groups to gather patron requirements. Two focus groups will be held on each of the three categories – Building, Emerging Technology and Library Usability.

Sam Stivers urged the Director and Board to think big and plan for the town's needs over the next 20 years. The library reaches more people in town than any other Department. At this stage we need to build awareness in the town that we are planning for the future.

Town Meeting Recap: The Board complimented the Director on his presentation at the Town Meeting.

Ryan recommends next year that the Treasurer, the Director and one other trustee develop the budget as a subcommittee.

Thank you to Jane Smith: The Board recognized the Chair Jane Smith for years of service to the library and the town.

Meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Nancy Mayo

Library Board of Trustees