

Board of Trustees of the Southborough Library

DRAFT Minutes of Regular Board Meeting

October 21, 2014

Chair Jane Smith called the meeting to order at 6:05 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: Richard Wallace moved to accept previous minutes, for September 16, 2014, with edit to include dates of previous minutes, unanimously accepted.

Discussions: Director’s review and goals were discussed and agreed upon. Goal document will be attached. Ryan has looked at some management classes but has not found anything that seems appropriate. A standard 3% raise was discussed. All trustees agree that Ryan has done an excellent job and deserves more than the standard. Moved and approved to offer up to 5% raise subject to Personnel Board Acceptance.

A gift for the Westborough Library in appreciation for Maureen Ambrosino’s mentorship of Ryan has been discussed and agreed upon. Ryan will try to determine an appropriate gift that would be appreciated.

Director’s Report: In general things look good.

- HVAC is done.
- Sump pumps are done. Trustee Mayo is pleased with the outcome.

Budget Discussions:

- Budget looks good.

Meeting Discussions:

- Annual Action Plan was discussed. Ryan wrote up a new action plan that is briefer and broader than previous version. Moved and approved to accept as written, though Ryan did offer to add some specificity to some of the goals.
- Pare bill discussed. They sent a \$1000 bill for coming and speaking at the meeting for Main Street. Margarite will discuss splitting the bill with DPW. No one ‘officially’ asked Pare to come as a paid speaker. It was discussed in an offhand manner that they would go to the meeting and a bill was sent afterwards.
- Signature document signed by all trustees for financials that need to be signed. It was moved and approved to add four trustees. Trustee Signatories are Jane Smith, Richard Wallace, Nicole De Bonet, and Judy Budz.
- Survey looks good as written.
- Subcommittee options discussed:

<input type="radio"/> Sponsor a Sunday	<input type="radio"/> Building/Grounds	<input type="radio"/> Programming
<input type="radio"/> Statistics	<input type="radio"/> Budget	<input type="radio"/> Town Meeting

Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

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