

Board of Trustees of the Southborough Library

**Final Minutes of Regular Board Meeting**

September 16, 2014

Chair Jane Smith called the meeting to order at 6:02 p.m.

**Attendance:** Trustees - Margarite Landry, Judy Budz, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Director Ryan Donovan, DPW Manager Karen Galligan, and Advisory Board Member Sam Stivers and minor, Sebastian De Bonet.

**Minutes:** Richard Wallace moved to accept both previous minutes, for July 15 and August 19, 2014, unanimously accepted.

**DPW Discussion:** Karen Galligan came to answer Trustee questions and concerns regarding the Pare recommendations. Her responses were that the sump pumps were fixed. The pipes have been laid, DPW will dig trenches for them and John will bury them. DPW will plant seed, etc, to make the area look appropriate. Pare suggestions 2, 3 and 4 have also been completed by DPW or Phil. Margarite asked if a third pump might be necessary in Children's Room, Ryan said he can ask John Parent for his recommendation.

Pare suggestions 5, 6, and 7, regarding berms, were discussed. Regarding the berm around the ivy area, options were discussed. Karen would like a sidewalk put in eventually, but could put a berm as a short term solution. The berm at the north entrance should be put in before November 15 and is expected to be done. The final berm recommendation at the door was rejected. Sandbags will be used there instead as a berm will make the entrance difficult for strollers and handicap accessibility.

**Director's Report:**

- An invoicing issue arose. Material was received but not invoiced. There is ~\$250 outstanding and the FY is closed. Judy moved to pay these Ingram and Gaylord invoices, as well as Ryan's reimbursement out of state aid. Motion approved unanimously.
- HVAC repairs noted to be at ~\$20K.
- In staffing discussion, Ryan feels the library is understaffed by 2 part time library assistants. Estimated increase to staffing budget line is ~\$30K for this coverage. Ryan will bring more specific numbers to discuss.

**Budget Discussions:**

- Budget looks good.

**Meeting Discussions:**

- Trustee action plan discussion was moved to October BOT meeting.
- Subcommittees were discussed and some suggestions were:
  - Grants
  - Statistics
  - Building
  - Self-checkout

Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

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