

Board of Trustees of the Southborough Library

Minutes of Regular Board Meeting

March 18, 2014

Chair Jane Smith called the meeting to order at 5:55 p.m.

Attendance: Trustees - Judy Budz, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Advisory Board Member Sam Stivers, Acting Director Kim Ivers, and private citizens Erika Alvarez and Betsy Rosenbloom.

Minutes: The chair revised our already-approved minutes for the meetings of 1/6/14, 1/9/14, 1/14/14 and the original minutes for 2/11/14 to better reflect the rather confusing appointment of the director search committee. Trustee Budz moved to approve the revised minutes. Richard seconded and the motion passed unanimously.

Director's Report:

- A family is donating a chair, plaque, and books in memory of a frequent patron.
- Submitted budget seems acceptable to Selectmen and Advisory Committee. Town meeting needs to be prepared for and Kim will need to be prepared to present.

Current Personnel:

- Trustee Budz moved to strike the reference to "Contract" in the Trustees' by-laws, as we are taking the Town Administrator's recommendation to make the Library director job an "at will" position. Trustee Wallace seconded; motion passed unanimously.
- Trustees discussed bringing in a consultant to work on full-time staff on team building and improved interpersonal relationships. Assistant Town Administrator Vanessa Hale has offered to ask the Personnel Committee if it would pay half of the \$1,000 cost. Trustee De Bonet moved that Trustees will pay up to \$1000 to bring in a consultant with the hope that the Town will share the cost and we will only need to spend half that amount. Trustee Wallace seconded the motion, and it passed 3-2, with Judy Budz and Margarite Landry abstaining.

Meeting Discussions:

- Recommend moving next Trustee meeting up a week to April 8, 2014, to move away from holidays and Town Meeting, which was moved from April 14 to April 16 to avoid the first two nights of Passover.
- Candidates' Night is scheduled for Wednesday, May 7, at the Library. It will begin with a "meet and greet" from 6:30 – 7 p.m., followed by a program and Q&A from 7 – 9 p.m. This event is being planned by former Trustee Betsy Rosenbloom. She will ask former town moderator John Wilson to moderate this event. *All* candidates present will be introduced by the moderator, but only in candidates in contested races will be invited to give 2-minute statements.
- Town Meeting Warrant will be printed within the next week. Our proposed FY15 budget will look like this:

	FY 2012	FY 2013	FY 2014	FY 2015	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	279,977	290,830	306,661	325,140	325,140	
52000-53990 Purchase of Services	25,620	28,348	2,475	0	0	
54000-55990 Supplies	69,420	70,236	70,545	0	0	
57000-57990 Other Charges and Expenses	13,473	14,413	15,420	0	0	
58000-58990 Capital Outlay	160	495	0	0	0	
52000-58990 Other Charges and Expenses	108,672	113,494	88,440	90,807	90,807	
LIBRARY TOTAL	388,649	404,324	395,101	415,947	415,947	5.28%

- “Gift” funds (formerly called mitigation funds) from two development projects may become available. Trustees ask Acting Director Ivers to pull together some suggestions and estimates on potential improvement projects. Some suggestions made in the meeting: renovate meeting room, improve side entrance displays, make front steps rougher so they are less slippery when wet, new carpeting, new computer tables, new chairs, and renovate upstairs open space.

Meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees