

Board of Trustees of the Southborough Library

Minutes of Special Board Meeting

April 8, 2014

Chair Jane Smith called the meeting to order at 7:20 p.m. Late meeting start was due to the pre-Town Meeting planning meeting Trustees had to attend at 6 p.m. in the selectmen's meeting room at the Town House.

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

Minutes: Judy Budz moved to approve amended minutes for the dates: 3/10/14 and 3/18/14. Richard Wallace seconded, and edited versions were approved unanimously.

Director's Report:

- Water bill was unusually low. Acting Director Ivers will investigate to determine if there is an issue.
- Ms. Ivers presented estimates for some potential projects that could be paid for with mitigation funds, if they are ever forthcoming:
 - Upstairs carpet replacement ~25K\$
 - redesigned hallway entrance into meeting room ~5K\$
 - Upstairs public computer area renovation/conversion ~2K\$
 - Planter box 200-300\$
- Former Library Director did not change the DVD rules in CW/MARS so our current lending policy is in conflict with our written policy. This will be updated.
- There is an issue with saving files on the public computers. Presently, the public can save documents, some containing information that should be kept private, to a public folder. Chris McGinn is investigating software we could purchase that would prevent this or delete such documents on a regular basis. We just need to make sure that we educate the public on any changes to ensure they don't lose documents they may not have backed up elsewhere. Preliminary cost estimate is a one-time expense of \$330, plus \$55 per year.

Meeting Discussions:

- Trustees are hosting an informational meeting on the Route 30 widening project tomorrow night at the Library. Margarite Landry has organized a panel of speakers: David Parry, who is opposed to the plan and has authored two articles for TM that will ask that the project be restudied; John Butler, speaking for himself, not the Advisory Committee; Kate Matison, an architectural historian; Don Morris, speaking as a long-time citizen, not the Planning Board; and Karen Galligan, DPW superintendent. Katelyn Willis, executive director, Southborough Access Media, will tape this so many more citizens can hear the discussion. David Parry, who was on our agenda for this meeting, was not able to attend. Trustees have not taken a position on this project, but it is important that the plan address our drainage issues which, at the moment, it does not.
- Trustees' annual Candidates' Night is scheduled for May 7 at the Library. Former Trustee Betsy Rosenbloom, who volunteered to spearhead this project, showed us her edited version of the chair's initial flyer. Looks good and Ms. Rosenbloom and Ms. Smith will post around town. Event will be videotaped by Katelyn Willis from Southborough Access Media. Election is Monday, May 12. There will be a half hour 'meet and greet' from 6:30 to 7 p.m., and the official program will begin at 7. Only candidates in contested races – selectmen and school committee -- will be speaking. Former Town Moderator John Wilson will moderate the event, and Trustees will provide refreshments.

Update on Library Director search:

- Chair Smith, who also chairs the Library Director Search Committee, announced that the Search Committee on April 3 voted unanimously to recommend that Trustees hire Ryan Donovan. Trustees Richard Wallace and Judy Budz then reported on their reference checks. After some discussion, Trustee De Bonet moved to hire Ryan Donovan as the Southborough Library Director, contingent on a background check and physical. Trustee Wallace seconded, and Board approved the motion unanimously. Trustees also voted unanimously to allow the chair to offer Mr. Donovan a salary of \$60,000. In addition, Board voted unanimously to give Westborough Library Director Maureen Ambrosino a \$1,000 stipend for mentoring Mr. Donovan for one year. Chair Smith's complete remarks on the hiring process can be found at the end of these minutes. Chair will call Mr. Donovan and offer him the job, and take care of required paper work, assuming he accepts. Tentative start date would be early May.
- Private Citizen Erika Alvarez asked questions about the choice of Ryan Donovan, suggesting that there was little deliberation. Judy Budz explained that the Search Committee only put forth one candidate. All Trustees had already spent considerable time with Mr. Donovan when he visited the Library, and were confident that he was an excellent choice. Ms. Alvarez also suggested that Trustees give Mr. Donovan a signing bonus instead of increasing in base salary after several months. Trustees thanked her for her input but stuck to their original plan.

Meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees

LIBRARY DIRECTOR SEARCH COMMITTEE RECOMMENDATION

TO: Southborough Library Trustees; cc: Acting Library Director Kim Ivers

FROM: Jane Smith, Chair of Library Director Search Committee and Chair, Board of Library Trustees

Fellow Trustees and Kim,

This is to inform you that on April 3, 2014, the Search Committee unanimously voted to put forth Ryan Donovan to the Board of Trustees (the hiring body) as the only final candidate for the job of Southborough Library Director. The vote was unanimous. This vote is contingent on the results of background checks, which Assistant Town Administrator Vanessa Hale initiated immediately after our vote.

Our decision was based on our original Skype interview with Ryan on February 4, his visit to the Library on March 10 and final interview before the Board of Trustees that same day, his written responses to three written questions we posed, his follow-up emails, feedback from staff as well as Town Administrator Mark Purple, and reference checks conducted by Trustees Judy Budz and Richard Wallace.

The Search Committee received 24 applications in the first round. We chose to interview 7 candidates, and interviewed 5 through Skype. Two withdrew before their interviews and one withdrew following his interview. All Search Committee

members were very positive about Ryan from the beginning, but we decided, with Trustees approval and official vote, to reopen the search. In the second round, we had 10 applicants, and we selected four to interview. All four were conducted by Skype. In the meantime, we decided to bring Ryan in for a visit and final interview. He arrived at the Library at noon on Monday, March 10. Trustees Landry and Budz took him to lunch (at their own expense) at the Wayside Inn. Following that he met with Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale at the Town House; most of the full-time staff (with the exception of Pat Ellis who was on vacation), and Trustee Wallace. From 5:30 to 6:30 Trustees conducted a final interview, with each Trustee asking predetermined questions. It was an open meeting, attended by some staff members; Vanessa Hale and Westborough Library Director Maureen Ambrosino, both members of the Search Committee; and private citizen Erika Alvarez.

Subsequent to that we arranged for another candidate from the second round of interviews to visit the Library. She met the staff and the Trustees who are not on the Search Committee. This was not considered a final interview and based on feedback from Trustees and staff, the Search Committee decided not to call this person back for a final interview.

At this April 8 meeting, I recommend we act on the Search Committee's recommendation. Our vote should be contingent on successful completion of the background checks and salary negotiations, and Ryan's physical. Our vote also should include permission for the chair to begin salary negotiations with Ryan, and we should specify a maximum amount not to be exceeded. His hiring and salary must be approved by the Personnel Board and it is meeting this Friday, April 11. The motion could be to approve a salary of "up to \$xx,xxx."

The range for this job is \$58,893 - \$78,296. We have budgeted \$66,000 in our FY15 budget, as that was the former director's salary. Ryan earned \$57,000 last year, including overtime.

It should be noted that Ryan has not served as a library director or assistant library director. He will need to learn budgeting and how to manage staff, but I have faith in his eagerness to learn and his excellent interpersonal skills. Vanessa Hale has assured me that someone at the Town House can teach him everything he needs to know about the budget in a few hours. In addition, there are many classes that our new director can take through MIIA, the town's insurer, the Massachusetts Board of Library Commissioners, and the MA Library Association. In addition, Westborough Library Director Maureen Ambrosino, a member of the Search Committee, has generously volunteered to serve as a mentor for one year. The assistant town administrator has suggested we pay her a \$500 stipend. Vanessa Hale also recommends he attend one of the supervisory trainings that all the new department heads go to, which focuses on working in the public sector in Massachusetts, doing performance evaluations, collaborating well with other municipal departments, organizational management/time management skills, and a little financial management. There are three programs and the prices range from \$600-\$1,500. These courses run for about 10 weeks and meet once a week for 3 hours.

I would like to thank the Search Committee for its hard work over the past three months. The initial members were Nancy Mayo and Nicole De Bonet, Trustees; Russ Millholland from the Personnel Board, and myself. Assistant Town Administrator Vanessa Hale stepped in when Russ headed south for a few weeks.

This report was read aloud to Trustees at its April 8, 2014, meeting.