

Board of Trustees of the Southborough Library

Minutes of Monthly Board Meeting

May 13, 2014

(Date was moved from our regular third Tuesday of the month to ensure a quorum.)

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

Attendance: Trustees - Judy Budz, Margarite Landry, Nancy Mayo, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: New Director Ryan Donovan, Children’s Librarian Kim Ivers, Advisory Board Member Sam Stivers, and private citizen Erika Alvarez.

Minutes: Approval of April meeting minutes was postponed until next meeting to accommodate a few edits.

Meeting opened with congratulations to Trustees Mayo and Budz on their re-election; a welcome to Ryan Donovan, who officially assumed his new position as Southborough Library director on May 5; and a big thank you to Children’s Librarian Kim Ivers for serving as interim director for four months during the search process.

Director’s Report:

- New doors for front of library were discussed. They will likely be darker than the current doors and will have two panes of glass rather than one. Mechanism will allow public to push them open from the inside when locked.
- Chris McGinn has changed all files to save to public folders on the computers, but the director wants to look at software management solutions.
- Director is looking to implement weekly meetings with Facilities Director John Parent in Facilities. He also is setting up a meeting to talk with DPW Superintendent Karen Galligan about removing dead ivy on the Library’s façade and get an update on what the town has left to do to mitigate the Library’s flooding problem.
- New pumps will be installed in June in for the septic system. Children’s room will need to be closed for this repair. Trustees asked director to give the public plenty of warning about this closing.
- Upstairs carpet replacement quote came in at 31K\$. This is significantly more than the original estimate of 25K\$.

Meeting Discussions:

- Candidates’ Night was considered a success. Voter turnout was still much lower than expected, but the event went very well and was attended by 150 people.
 - Suggestions:
 - Limit question time for audience members
 - Non-verbal time indicators, e.g., yellow and red paddles
 - Make sure to warn candidates in advance about time limits
- Self-checkout was discussed as a future improvement.
- Encumbering money may be a possibility. Questions were asked, such as: Is it possible to encumber salary for training? Director will discuss with Assistant Town Administrator Vanessa Hale and Town Accountant Heidi Kriger. Possibilities for spending extra money in salary line item (made possible by the Jane Cain’s departure in late December 2013) include:
 - Maureen Ambrosino’s stipend for her yearlong mentorship of Mr. Donovan
 - Training classes for staff
 - Carpet tiles

- Technology updates
- Westborough Library Director Maureen Ambrosino and Ryan Donovan are going to ARIS workshop on June 9.
- Trustees decided to invite the public to come in meet the new director on Saturday, June 7, the date of the Friends' book sale. Because it might be hard to attract a critical mass at any one time, Trustees decided to put up signs encouraging visitors to the Library that day to come in and meet Mr. Donovan. Chair Smith will supply some refreshments.
- Goals for new Director and Trustees were discussed. Many suggestions were made:
 - Look at economical options for technology, need a 'wish list' for hardware and software, and layout changes.
 - Review PARE suggestions and DPW improvements.
 - Rt. 30/Rt. 85 drainage discussion
 - Furniture for new open space
 - Finish website update
 - Create a building routine maintenance list
 - Address water coming off front of building
 - Develop list of building maintenance/upgrade requirements with cost estimates
 - Set six-month goals for new director

Action Items

- Ryan and Vanessa discuss encumbrances
- Ryan update technology priorities
- Margarite communicate with Main Street Committee about library drainage issues
- Jane create six-month goals for Ryan
- Create signs for open house
- Send out press release
- Invite John Parent to July BOT meeting

Meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees