

Board of Trustees of the Southborough Library

Minutes of Regular Board Meeting

June 17, 2014

Chair Jane Smith called the meeting to order at 6:07 p.m.

Attendance: Trustees - Judy Budz, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Director Ryan Donovan, Chris McGinn, and Advisory Board Member Sam Stivers. Trustee Mayo was absent.

Minutes: Judy Budz moved to accept the minutes for the April and May meetings. Trustee De Bonet seconded. Motion passed unanimously.

Director's Report:

- Facilities Manager John Parent came to the building several times over the last month to go over the itemized PARE recommendations. Mr. Parent suggested having DPW Superintendent Karen Galligan from DPW come and do the same, as much of the outdoor work falls under her purview.
- The replacement front doors are being built. Mr. Parent is hoping they will be in before the end of June, but Facilities is willing to encumber the cost if need be.
- Envisionware, a management program for patron computer access & printing, is set to be installed the morning of June 18. Chris from C/W MARS will be coordinating with Chris McGinn on its installation and implementation. This will require patrons to use their library cards to login to public computers. Catalog computers remain unchanged. The computer policy is now under revision.
- The Children's Room will be closed on June 19 & 20 for the septic pump replacement.
- The Children's Room is abnormally cooler than it should be when air conditioning kicks in. We are hoping to have Mr. Parent install a diverter which should help with this.
- A new public fax was installed by Fax24 on Thursday, June 12. Faxing at the Library is now self-service and requires a credit card. We are hoping to use the older fax as a staff-only one.
- Both the website and Facebook page have gone under major revisions. We are hoping to expand content areas and make these primary patron destinations. We are also on Twitter.
- The Friends held their bi-annual Book Sale on June 7 and raised more than \$1,500.
- We are planning five young adult programs over the summer months (July/August) and are shifting the majority of this programming upstairs to take advantage of the new teen space.
- Children's Librarian Kim Ivers spent much of the second week in June doing school outreach visits. She and Barbara Spiri are preparing for their ambitious summer reading programs, including several pajama storytimes.

Budget:

- The director explained that we had some standing orders for audio books that resulted in a 'surprise' invoice. Apparently the previous director allowed the vendor to automatically send us materials. Mr. Donovan is going to end that practice.
- Most of the meeting was spent discussing year-end expenditures. The Trustees voted unanimously to allow salary money to be used for purchasing of technology upgrades, educational materials, office supplies, and Envisionware (which falls under Dues). We had surplus money in the salary line because of former Library Director Jane Cain's departure at the end of December, and the absence of a director until early May. Chris McGinn and the director discussed some technology needs that total approximately \$6500. These include some

hardware and software. Trustee Budz moved we approve the expenditure, Trustee Landry seconded, and motion passed unanimously.

Route 30

Trustees Budz and Landry will attend the June 18 state hearing on the proposed Main Street project to ensure that our drainage issues are addressed in the plan, as consultants assured us they would be at the June 2 meeting of the Main Street Committee.

Director's Six-Month Goals & Reappointment

The new director's term expires on June 30, 2014. Trustees unanimously voted to renew it for four more months, through the six-month probationary period. At that time, six months after his start date, Director Donovan will be reviewed. Chair Smith presented the director's six-month goals, collaboration between Trustees and the new director. Trustee Wallace moved to accept the goals, Trustee Landry seconded, and the motion passed unanimously. At our October meeting, Trustees will need to vote on whether to renew the director's term, and vote on whether a raise might be in order.

Election of Officers

Trustee Budz moved that the current Board officers be re-elected. Motion seconded by Trustee Wallace, and unanimously passed. Re-elected were: Jane Smith – Chair, Richard Wallace – Vice Chair, Nancy Mayo – Treasurer, Nicole De Bonet – Secretary

Meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees