

Board of Trustees of the Southborough Library

**Minutes of Regular Board Meeting**

July 15, 2014

Chair Jane Smith called the meeting to order at 6:08 p.m. The meeting was moved to the Eaton Room once it was determined no other attendees were coming. The door between the meeting rooms was left open in case a late attendee arrived.

**Attendance:** Trustees - Judy Budz, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Library Director Ryan Donovan. Absent: Trustee Nancy Mayo.

**Minutes:** Judy Budz moved to accept the minutes for the June 17 meeting, Trustee Landry seconded, passed unanimously.

**Director's Report:**

- Director discussed the storage limitations regarding magazine and donations.
- Director is concerned about the scheduling of volunteers. At times there are too many volunteers and areas get congested, and sometimes we have no volunteers when we really need them. He said he wants to determine what a 'volunteer' activity is and what should be 'paid staff' activities. He feels he needs to have a list of approved activities and projects from which volunteers could choose.
  - It was suggested that volunteers could research possible programs, organize individual programs and programming that might include several events, such as a community read; set up for programs and clean up afterward; maintain the Southborough Gardeners' garden.
- HVAC work has been started to reduce the chill in children's room.
- Infrared door sensors have been installed at front and back entrances/exits so we can get more accurate patron counts.
- New chairs and storage carts for them need to be identified for meeting areas.
- Director would like to consider adding cushions to current wood chairs to 'soften' the space.

**Budget Discussions:**

- Library turned back to the town \$2,981 at the end of FY14, due to being without a Library Director for several months.
- Leah Selleck's promotion was never voted on by Personnel Board, so her new salary has not taken effect. Even though the promotion was built into our FY15 Town Meeting approved budget, Personnel, at its July 29 meeting, must vote on her promotion from Library Clerk to Library Assistant, Step 1, with an hourly pay of \$17.79, retroactive to July 1, 2014. Trustees confirmed this promotion at this meeting, with Trustee Budz moving that we promote Leah, and Richard seconding the motion. Passed unanimously.

**Meeting Discussions:**

- Trustees reviewed the Pare report to determine what short- and long-term improvements have been completed. Report recommended 7 short-term solutions: 1. relocate sump pump 1 on west side of "old" building (done by town); 2. relocate sump pump 2 on east side of "old" building (done by town); 3. seal pipe penetration in boiler room on north side of building (done by town); 4. seal unknown 2" steel pipe running through foundation on south side of library (done by town); 5. install asphalt 6" berm on east side of library addition in front of ivy between main entrance and children's room emergency exit. (not done; Karen Galligan wants to do something different); 6. Install an asphalt berm across northern parking lot driveway entrance (not

yet done); 7. Install asphalt berm on the northern and eastern sides of the main entrance adjacent to the concrete pad (not done). We have been promised by Karen Galligan that long-term solutions will be addressed in DOT Main Street/Route 85 project.

- Trustee goal document discussed. Question asked include: Are there any MBLC grants or ALA grants for us to apply for?
- ARIS report is due August 22, and will need to be reviewed by Trustees before our August meeting, and at our August meeting.
- Ryan needed to get a license to work in Massachusetts. The fee for this was \$50. Trustee Budz moved to reimburse him, Trustee Wallace seconded. Motion passed 4-1, with Trustee De Bonet in the minority. State aid will be used.
- Long-range plan discussion was moved to August BOT meeting.

Meeting was adjourned at 8:26 p.m.

Respectfully submitted,

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