

Board of Trustees of the Southborough Library

Minutes of Regular Board Meeting

August 19, 2014

Chair Jane Smith called the meeting to order at 6:05 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 - Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Director Ryan Donovan, Facilities Manager John Parent, and Advisory Board Member Sam Stivers. Absent: Judy Budz and Nancy Mayo, trustees.

Minutes: Minutes were re-edited prior to meeting but not sent for review. Must be reviewed and voted on at next meeting.

Facilities Discussion: Facilities Manager John Parent came to the meeting primarily to discuss the front steps in winter. He feels they are too dangerous in the freezing temperature and that they are a liability. He strongly recommends that they are closed for the winter as they have been in the past. Scoring the steps or covering them with a nonslip material are not good options, he said. The new door counters show that the front door usage is approximately 25% of entrances and that would likely be even less during inclement weather. John offered to create better signage to explain the reasoning and that the closing could be taken away if the forecast is favorable. He also noted that Wayne Anderson shovels us out in the winter, not town employees. The bills are reasonable and he is happy to continue with this arrangement.

Pare report was discussed and all the short-term solutions seem to have been implemented except the berms that would need DPW to install. Karen Galligan of DPW will be invited to the September meeting to discuss.

Mr. Parent also informed us that he did not renew HVAC contract with Delta. Our new HVAC provider is Renaud. They are fixing our issues and seem more responsive. John is generally happy with this new provider.

Director's Report:

- Ryan has trimmed the current \$6,200 magazine subscription order to about \$4,000. He and staff have agreed to trim almost half of the adult titles. These can still be borrowed through ILL.
- Massachusetts also pays for subscriptions that allow patrons to use databases online.
 - Trustees need to review what is available and Ryan would like to promote these offerings.
- ARIS report was analyzed in great detail and all are in agreement that it is correct.
- Fines can be paid online, directly to C/WMars. This money now goes to the town. Do we want to consider asking if the fine money can come to the Library to support programming?

Budget Discussions:

- Needed a correction by Ryan, but we seem to be slightly under budget.

Meeting Discussions:

- Trustee action plan discussion was moved to September BOT meeting.

Meeting was adjourned at 8:18 p.m.

Respectfully submitted,

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