

Board of Trustees of the Southborough Library

Minutes of Board Meeting

February 16, 2016

The meeting was called to order at 5:59pm.

ATTENDANCE: Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Treasurer Nancy Mayo, and Dolores Fallon were present. Also present: Director Ryan Donovan. Absent: Nicole De Bonet, Secretary Terrence Ryan.

APPROVED: Minutes from previous meeting (1/19).

DIRECTOR'S REPORT

- **Candidates Night:** Tentative dates are Thursday, April 28 or Wednesday, May 4. Trustee Landry will assist.
 - **Action-Director Donovan:** Determine if monetary contribution is needed for refreshments (e.g., water).
- **FY15 Budget & Expenses:** FY16 spending is progressing as expected; waiting for bill for recent non-fiction and audiobooks orders. Although the FY17 budget was officially approved late last year, Personnel Board changed the raise rate from 3% to 2%. In FY17, raises for Library Pages will increase pay above the Massachusetts minimum wage to \$11.07/hour. Director Donovan also raised the financial implications when the library is understaffed temporarily. Part-time staff will work more hours in March.
- **Facilities & DPW:** Southborough Gardeners' Beautification Committee is finalizing plans on installation of front entrance planters. New custom table planned for computer area possibly in this fiscal year. Reflectors installed at end of walkway to Main Street to guard against snow being plowed into a mound at end of walkway.
- **Technology:** Self-checkout machine now operational. MetroWest Daily News recently highlighted the machine in an article. iPads for young adults have been repurposed into walkup kiosk stations.
- **Miscellaneous:** During February, patrons offered fine reductions if they donate nonperishable items to us for the Southborough Food Pantry. Per training goals set by the Trustees, Director Donovan is applying for a certificate program in Local Government & Leadership offered jointly by the MMA and Suffolk.

LEGISLATIVE BREAKFAST

- Friday, Feb 26 @ 8am: If possible, trustees are asked to attend and bring refreshments.
 - **Action-Trustee Fallon:** Bring muffins.
 - **Action-Trustee Mayo:** Bring Dunkin Donuts.

PLANNING & DESIGN PROGRAM

- **Action-Trustees Fallon/De Bonet/Landry/Ryan/Wallace:** Send notes from information gathering sessions to Director Donovan.

SUBCOMMITTEES

Subcommittees require an oath of office to be sworn within 15 days of establishing the subcommittee.

- **Action-Trustee Wallace:** Re-submit descriptions for the Historical Preservation Subcommittee (1 year) comprised of Chair Wallace and Trustee Mayo, and Fundraising Subcommittee (2 years) comprised of Trustee Landry and Trustee Fallon.
- **Action-Trustees Fallon/Landry/Mayo/Wallace:** See Michelle Jenkins at Town House to be sworn in.

TOWN MEETING

- **Action-Director Donovan:** Work with Trustee Fallon to create an outline of Library Update for Town Meeting, including presentation of Peggy Tuttle Award.

The Meeting was adjourned at 7:54pm.

Respectfully submitted,

Dolores Fallon
Library Board of Trustees