Board of Trustees of the Southborough Library
Minutes of Board Meeting
Southborough Library, Ella Eaton Room
Tuesday, February 21st, 2017

The meeting was called to order at 6:03 pm.

ATTENDANCE: Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Treasurer Nancy Mayo, Nicole De Bonet and Dolores Fallon. Also present: Library Director Ryan Donovan, IT Manager Tom LaFlamme, residents Amy Vachris, Jane Davis, and Sam Stivers

APPROVED: Minutes of previous meeting (1/17/17) were approved.

REPORTS/DISCUSSIONS

Technology Plan Discussion – IT Manager Tom LaFlamme

- Library phones: The current telephone system cannot be modified for improved internal functionality, such as adding a direct line to Children's Room, or external improvements, such as giving town departments the ability to transfer calls to the library. Adopting the town's system would permit staff to remotely alter voicemail messages and residents to leave messages.
- Chris McGinn, the library's Technology Assistant, will meet with Tom LaFlamme on a regular basis.

Municipal Technology Committee Discussion – All

- Vote by Board of Library Trustees to support creation of a Municipal Technology Committee: 3-2
- **Action-Ryan Donovan:** Contact Roger Challen.

Director's Report – Library Director Ryan Donovan

- Library will submit FY18 budget without further changes.

Library Website – Trustee Fallon

- Participants have been scheduled for feedback on organizing/labeling information on the website. Participants were sent confirmation emails and will receive reminder emails at the appropriate time.

Revised Program Policy – Chair Wallace

- Draft of revised Library Program Policy presented.
- **Action-Board:** Provide feedback on policy to Director Donovan by Thursday, March 9.
- **Action-Director-Donovan:** Ensure program policies are available/accessible via the website.

Preparations for Annual Town Meeting – All

- Trustee Fallon and Director Donovan met to discuss topics for the Annual Town Meeting. Trustee Fallon sent first draft of slides to Director Donovan on February 19.
- **Chair-Wallace & Trustee-De Bonet:** Create handout that incorporates highlights from ARIS, etc.
- **Trustee-Ryan:** Provide highlights from survey results to Director Donovan and Trustee Fallon (for slides), and Chair Wallace and Trustee De Bonet (for handout).
- **Director-Donovan:** Upload photos taken at library events, etc. to Google Photos.

Trustee Candidate Q&A – Chair Wallace

- Amy Vachris and Jane Davis had an opportunity to ask questions of trustees.

Agenda item for next meeting:
Professional Development Day for library staff – full-time required; part-time encouraged; not volunteers or pages.

The Meeting was adjourned at 7:55pm.

Respectfully submitted,

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Dolores Fallon
Library Board of Trustees

Approved March 21, 2017.