

Board of Trustees of the Southborough Library

Minutes of Board Meeting

March 15th, 2016

The meeting was called to order at 6:00 pm.

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

APPROVED: Minutes from previous meeting (2/19).

DIRECTOR'S REPORT – DIRECTOR DONOVAN

- **FY15 Budget & Expenses:** FY16 spending is progressing as expected; materials spending is on track.
- **Operations:** Front entrance has been opened for spring.

ADVISORY COMMITTEE MEETING, 3/14 – CHAIR WALLACE

- Director Ryan gave a brief presentation of the FY 2017 budget; there were a few questions.
- Feedback from the committee was positive.
- The town has accepted our budget as proposed.

STAFFING – DIRECTOR DONOVAN

- Heidi is still out and is not expected back until April. Staffing is difficult; weekends particularly tend to be problematic.

LLC TELESCOPE GRANT – DIRECTOR DONOVAN

- Now receiving two telescopes – one from LLC Grant and a second one from a MathWorks grant. There was a discussion around appropriately securing the telescopes and lending them out. The first should be delivered later this spring and the second sometime in the summer.

BOARD OF SELECTMAN MEETING, 2/29 – CHAIR WALLACE

- No issues with budget when presented to Board of Selectmen.

TOWN EMAIL – CHAIR WALLACE

- In response to an email to the Board of Selectmen, Vanessa Hale responded with the information that the town is working on an email policy for boards and committees. Although not finalized, it is likely that the town will provide one email for each committee assigned to the chair. All correspondence between board members would be copied to chair so they are captured and stored on town account.

HISTORICAL MATERIALS – TREASURER MAYO

- As reported previously, our grant application for \$13,800 was approved by the Community Preservation Committee subject to vote at Town Meeting.
- The purpose of this grant, organizing historical materials in storage at the Southborough Historical Society museum, is a step towards the Library becoming the hub and prime point of contact for collecting and documenting historical items of local interest.
- Several potential candidates will be interviewed for the position of temporary archivist to evaluate and categorize materials.
- Chair Wallace, Treasurer Mayo, and Director Donovan met with Southborough Museum personnel who are very supportive of the effort.

- The town clerk is also interested in providing materials.

TOWN MEETING PLANNING – DIRECTOR DONOVAN

- Director Ryan presented a draft of the Library’s presentation for town meeting and additional informational hand-outs.
- The board was happy with the material and made minor suggestions which Director Ryan and Trustee Fallon were going to take into consideration

PLANNING AND DESIGN GRANT DISCUSSION

- Several board members have visited area libraries and spoken with directors who have recently or are in the process of new Library expansions/renovations.
- Chair Wallace and Secretary Ryan agreed to put together a time-line for the next meeting to better understand what needs to happen and when if Southborough wishes to be prepared for the next state construction grant opportunity.

SUBCOMMITTEES

- Two Library Trustee subcommittees have been formed. The Fundraising Subcommittee is charged with researching fundraising methods and practices, identifying fundraising opportunities, and making fundraising recommendations that best serve the interests of the Library and community. Subcommittee members include Trustees Margarite Landry and Dolores Fallon. The Historical Preservation Subcommittee will assist in organizing and promoting the Library’s collection of historical materials, identify and apply for preservation grants, assist in the administration of those grants, and identify opportunities to collaborate with local entities for the development of historical resources. The Subcommittee consists of Trustees Richard Wallace and Nancy Mayo and Director Ryan Donovan.

TRUSTEE MEETING – JUNE

- The June meeting of the Board of Trustees will take place on June 7th to permit discussion of any actions necessary prior to close of FY2016.

The Meeting was adjourned at 7:29 pm.

Respectfully submitted,

Terrence Ryan
Secretary, Southborough Library Board of Trustees