

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

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

ATTENDANCE: Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Treasurer Nancy Mayo, Secretary Terry Ryan, Nicole De Bonet and Dolores Fallon. Also present: Library Director Ryan Donovan and resident Dave Parry.

APPROVED: Minutes of previous meeting (2/23/17) were approved.

REPORTS/DISCUSSIONS

Main Street Project Electrical Pole Locations– Resident Dave Parry

- Mr. Parry showed the board altered plans for the Main Street Renovation Project in which he proposes that utility poles be placed on the north side of Main Street rather than the south side starting near the library and proceeding eastward. He explained the rationale for the recommended change and said he was trying to build support. The board appreciated the information he shared but because there is neither a formal proposal nor a role for the library to play at this stage, the board declined to make any official position with regard to the suggested changes.

Director’s Report – Library Director Ryan Donovan

- The Southborough Gardeners are requesting a hose for watering flowers outside the library this summer. The library discontinued having an outside hose a few years ago after it found that it had gone unmonitored during the summer and resulted in an unexpected water bill of over \$3000. Director Donovan will discuss getting a hose and putting in the appropriate policies and safeguards with DPW and the Gardeners and report on it next month.
- The library will be hosting the Earth Day ceremonies that are coordinated by Rotary on April 22nd this year including at least one tree planting.
- Candidates’ Night will be on May 4th. The Library Board agreed to provide funding and refreshments for the event.

Professional Development Day– Director Donovan

- The board unanimously voted to shift some of the budget items to professional development in order to pay for the upcoming professional development day for the staff. Director Ryan will begin to inform patrons that the library will be closed May 9th to accommodate the training.

Library Associate Job Description – Director Donovan

- The board unanimously approved the Library Associate job description. It will now be reviewed by the Personnel Board and then be returned with any edits for final board approval.

Preparations for Annual Town Meeting – All

- Trustee Fallon and Director Donovan have completed preliminary drafts of the slides and Director Donovan will do a dry run of the presentation at the next meeting.
- Chair Wallace and trustee De Bonet are finalizing the handouts.

Program Policy – Chair Wallace

- The board approved the Library Programming Policy.

Library Website – Trustee Fallon

- Final comments from some volunteers are being collected for adjustments to the website.

Use of Supplementary Accounts Discussion – Director Donovan

- The board discussed the overall budget.
- Director Donovan showed some examples of new chairs that are being considered for the library.

The Meeting was adjourned at 7:05pm.

Respectfully submitted,

Terrence Ryan
Secretary, Southborough Library Board of Trustees

Approved April 18, 2017