

Board of Trustees of the Southborough Library

Minutes of Board Meeting

Southborough Library, Ella Eaton Room

May 17th, 2016

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

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

APPROVED: Minutes from previous meeting (4/19).

DIRECTOR'S REPORT –DIRECTOR DONOVAN

- **FY15 Budget & Expenses:** FY16 spending is progressing as expected. Salary expenditures are tracking significantly under budget due to two unexpected events: the departure of Naomi Magnoni and the approximately three-month absence of Heidi Lindsey due to her injury. The board unanimously approved a motion for the excess salary line item funds to be shifted to other budget lines as deemed appropriate and needed by Director Donovan with a focus on increasing educational supplies to the state-recommended percentage levels. Any overall excess funds at the end of the year would be returned to the town's general fund.
- **Operations:** Director Donovan has spoken with DPW Superintendent Karen Galligan regarding replacing the pine tree that was recently removed from the lawn in front of the Library. An arborist will be consulted about replacement options. The new tree and seeding of the area will come from the DPW budget. Director Donovan also spoke with Superintendent Galligan about options for expanding Library parking in the future. Coordination and discussions with St. Marks would be required in order to make any significant impact on parking. Director Donovan also reported that the Tai Chi group would be using library space again over the summer because they are unable to meet at the Senior Center as they do most of the year. Director Donovan also showed the board the new telescope the library received. It will be available to the public after the staff has received training on its use. An introductory program is planned for the summer.

CPC GRANT UPDATE –DIRECTOR DONOVAN

- Adam Brookes, an archivist, will begin work in July at the library and the museum organizing and assessing Historical Society materials for preservation.

PLANNING, DESIGN AND CONSTRUCTION DATA UPDATE – SECRETARY RYAN

- Secretary Ryan reported that he had met with Director Donovan to compare the information the library already has with the information that would be required in the future for planning and design and construction grant proposals. Secretary Ryan indicated that much of the base information had already been created or captured and that he would present an overview and plan at the next board meeting. He also mentioned that the next most important aspect of collecting appropriate data would be to design and administer a survey for the fall. Chair Wallace suggested that board members participate in the collection of data and that the board consider getting professional assistance for surveying.

SALARY ADJUSTMENTS FOR FY2017 – BOARD

- On the recommendation of Director Donovan, the board unanimously approved the promotion of Barbara Spiri from Library Assistant to Senior Library Assistant and the associated raise in salary to \$20.50/hr.
- The board approved the increase in salary for library pages to \$11.07/hour, the state regulated minimum wage.

FINANCIAL/EXPENSE REPORTING FOR BOARD –DIRECTOR DONOVAN

- Director Donovan would like the board to consider some different forms of financial/expense reporting on a monthly basis going forward; however, he postponed this discussion until the entire board is present.

The Meeting was adjourned at 6:50 pm.

Respectfully submitted,

Terrence Ryan
Secretary, Southborough Library Board of Trustees

Approved June 7, 2016.