

Board of Trustees of the Southborough Library  
Minutes of Board Meeting  
Southborough Library, Ella Eaton Room  
Tuesday, May 23rd, 2017

The meeting was called to order at 6:04 pm.

**ATTENDANCE:** Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Secretary Terry Ryan, Nicole De Bonet, and Jane Davis. Also present: Library Director Ryan Donovan and resident Joyce Macknauskas.

**APPROVED:** Minutes of previous meeting (4/18/17).

## **REPORTS/DISCUSSIONS**

### **Hose Reel – Resident Joyce Macknauskas**

- Ms. Macknauskas proposed to the board that the Southborough Gardeners club purchase a hose reel to facilitate the watering of plants during the summer. Director Donovan has spoken with DPW about the placement of the hose reel and it was agreed that the board would appreciate the gift and approve of its installment at the library.

### **Director’s Report –Director Ryan Donovan**

- The board agreed that excess funds from this year’s library budget should be used for furniture and/or new audio equipment for the library. Trustees De Bonet and Davis agreed to assist Director Donovan in making the necessary choices prior to the close of the budgeting year.
- Director Donovan provided a brief summary of the recent all-day professional development that was held for the staff. He thought that it was a very worthwhile use of time and funds and suggested that in the future half-day sessions might be appropriate.
- Director Donovan said that both the recent Town Meeting presentation and the Candidate’s Night were very successful.

### **Library Web Site Discussion – Chair Wallace**

- Former Trustee Dolores Fallon had submitted a detailed web site analysis with recommendations based on research that had been conducted over the past few months. The board discussed the recommendations, most of which are being slowly transitioned into the site. Ms. Fallon continues to assist Director Donovan with the site.

### **Fundraising Results – Vice Chair Landry**

- Ms. Landry disclosed the results of last fall’s fund-raising effort. Several suggestions to potentially improve results in the future were made including such things as having an “ask”, changing the timing of the mailing, and using photos. Ms. Landry is going to investigate how previous campaigns have been run in Southborough and at other neighboring libraries.

### **Officers – Chair Wallace**

- The board unanimously reappointed Chair Wallace to be chair for another year.
- The board unanimously reappointed Vice-Chair Landry to be vice chair for another year.

### **Meeting Dates**

- The board agreed to not have the regularly scheduled 3<sup>rd</sup> Tuesday of the month meeting in June and July but instead to have a special meeting on the 2<sup>nd</sup> Wednesday of the month at 6:00 in the Mary Eagan room of the Library.

The Meeting was adjourned at 7:35pm.

Respectfully submitted,

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Terrence Ryan  
Secretary, Southborough Library Board of Trustees

Approved June 14, 2017.