

Board of Trustees of the Southborough Library

**Minutes of Board Meeting**

Southborough Library, Ella Eaton Room

June 7th, 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, Trustee Nicole De Bonet and Trustee Dolores Fallon were present. Also present: Library Director Ryan Donovan.

**APPROVED:** Minutes from previous meeting (5/17) were approved with minor changes.

**DIRECTOR'S REPORT –DIRECTOR DONOVAN**

- **FY15 Budget & Expenses:** FY16 spending is progressing as expected and he and his staff had been successfully increasing educational supplies as suggested during the May board meeting. Director Donovan indicated that there were a few outstanding invoices waiting to be received but most of the budget had been spent for FY16. He estimated that approximately \$10,000 would be returned to the town due to the shortfall in salary expenses this year that he explained during the May board meeting. The board suggested purchasing a coffee maker now for the coffee service that is planned for trial in FY17. Director Donovan will look into it and purchase the appliance using FY16 funds if possible. Purchasing a drone or 3D printer for the library was suggested, but it was considered too difficult to develop an appropriate program prior to the end of the fiscal year.
- **Operations:** The new closing procedure for the library that emphasizes water conservation has been implemented. New electronic services will come online over the summer, including Mango languages, Freegal (music downloading), and Reference USA (a business-centric data base).

**SIGNAGE –TRUSTEE FALLON**

- Trustee Fallon showed some of the options for replacing the placard sign in front of the library and the associated costs. She also explained her findings regarding an electronic sign, including size, cost, maintenance, and zoning issues. The board agreed that a new basic plastic sign should be purchased for the front of the library and that it should research more thoroughly the pros and cons of having an electronic sign in the future.

**PLANNING, DESIGN AND CONSTRUCTION DATA UPDATE – SECRETARY RYAN**

- Secretary Ryan spoke about the current level of completeness of the various elements required for both planning and design grants and construction grants. The next major component related to the collection of data will be creating and administering a survey in the fall. Director Donovan, Secretary Ryan, and Treasurer Mayo agreed to work on a survey with the expectation of an October rollout. The board agreed that getting professional survey help would not be necessary this year but might be helpful when a grant application date is actually scheduled.

**FINANCIAL/EXPENSE REPORTING FOR BOARD –DIRECTOR DONOVAN**

- Director Donovan presented an alternative format for keeping the Board updated on financial and expense-related information on a monthly basis. After some discussion, the Board agreed that Director Donovan and Trustee De Bonet would work together to develop a format that would reduce the required time of Director Donovan to produce but continue to provide the insight that the Board requires.

**NEXT MEETING –**

- Due to various board member schedules, the next Board meeting will be held on Wednesday, August 3<sup>rd</sup> in the Ella Eaton Room of the Southborough Library at 6:00pm.

The Meeting was adjourned at 7:50 pm.

Respectfully submitted,

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Terrence Ryan  
Secretary, Southborough Library Board of Trustees

Approved August 3, 2016