

Board of Trustees of the Southborough Library  
**Minutes of Board Meeting**  
Southborough Library, Ella Eaton Room  
Wednesday August 3, 2016

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

**ATTENDANCE:** Trustees – Chair Richard Wallace, Treasurer Nancy Mayo, Nicole De Bonet and Dolores Fallon were present. Also present: Director Ryan Donovan. Not present: Vice Chair Margarite Landry, Secretary Terrence Ryan.

**APPROVED:** Minutes of previous meeting (6/7) were approved.

## **REPORTS/DISCUSSIONS**

### **Director's Report – Director Donovan**

- ARIS report (Annual Report Information Survey for the Massachusetts Board of Library Commissioners) has been drafted. Items of note:
  - Increase in attendance at programs for children and adult. In 2016, fewer programs offered to young adults (due to departure of Young Adult Librarian); lower attendance at programs for young adults.
  - Fewer tutor sessions taking place in the library, so meeting room usage is down.
  - Children's circulation is down year-over-year, but 2015 was an exceptional year. Plus, in order to buy new material for the collection, 1,000 items have been weeded out from the current collection.
  - Circulation of materials for adults and young adults was good.
  - More usage of local databases (e.g., Boston Globe, Encyclopedia Britannica); less usage of state databases.
  - Trustee Mayo noted that education level for Library Pages should be included.
  - **Action-Director Donovan & Chair Wallace:** Final proofing of report prior to submission to the MBLC.
  - **Action-Director Donovan:** Draft plan to improve wireless access in meeting rooms.

### **Operations Update – Director Donovan**

- Trustee De Bonet needs to be reimbursed for the purchase of the coffee rack for the library.
- Personnel Board needs to review \$1.60/hour increase to \$11.07/hour for Library Pages. If approved, increase will be retroactive.
- Due to town-wide department training, the Library will need to close at 2pm on Thursday, August 18.

### **CPC Historical Material Preservation Grant status – Director Donovan**

- The archivist hired for the joint project with the Historical Society has begun his work. The first recommendation is that nothing should be stored in the basement of the Historical Society building.
- The Library has received the archivist's first invoice.
  - Note: Future invoices will include dates worked and materials purchased as part of the project.

### **Financial Update including changes to reporting – Director Donovan**

- Monies going back to town: un-used salary (\$8,990.79).

### **Status of 2016 objectives in library long term plan – Trustee Mayo**

- Long-range strategic goals are on track. Strategic goals with continued focus: furniture; information commons space; marketing; better signage.

### **Director evaluation plan – Trustee Wallace**

- **Action-Trustee Wallace:** Send 2015 evaluation of Director and blank form to Trustees.
- **Action-Director Donovan:** Provide self-evaluation to Trustees by August 15.
- **Action-Trustees:** Draft individual evaluations of Director – including goals for next year – by September 1.

**Bylaws regarding trustee meetings – Trustee Wallace**

- **Action-Trustee Wallace:** Propose language change in bylaws of trustee meetings to accommodate lack of quorum. In future, lack of quorum will require adjusting meeting schedule (e.g., cancelling a meeting and/or scheduling a special meeting).

**Compliance with town rules regarding posting of minutes – Trustee Wallace**

- **Action-Trustee Wallace:** Confirm with Town Clerk – Does linking from Town Website to minutes already posted on Library Website comply with town rules?

The Meeting was adjourned at 7:42pm.

Respectfully submitted,

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Dolores Fallon  
Library Board of Trustees

Approved September 27, 2016