

Board of Trustees of the Southborough Library
Minutes of Board Meeting
Southborough Library, Ella Eaton Room
Wednesday September 27, 2016

The meeting was called to order at 6:02 pm.

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

APPROVED: Minutes of previous meetings (8/3, 9/13) were approved.

REPORTS/DISCUSSIONS

Director's Report – Director Donovan

- Main Street design boards remain on display at the library; the library will host another Main Street forum on October 13th.
- Upcoming programs include Forum on Climate Change (9/28), Personal Legacy Preservation (10/8), Walking Dead Trivia (10/12) and Teen Book Night (10/13)

Operations Update – Director Donovan

- Valerie De Angelis was promoted into the vacant library associate position.
- The staff participated in personal training on the new Reference USA database.
- November 30th will be another training session that may require closing the library for two to three hours. Director Donovan will have more information next month regarding this issue.
- More staff training is being investigated and pursued.

Financial Update – Director Donovan

- Library Director Donovan presented the September financial update.
- The board voted to reimburse Director Donovan for the cost of becoming a Southborough Rotarian, a component of his community outreach, and for a management book that he purchased as part of a library management class he is taking.
- Library Director Donovan provided a quote for purchasing an overhead projector and new screen for the Eaton Room. There was discussion regarding purchasing a portable projector for use also in the main library and also if it would be more cost effective to purchase a large screen TV and an AppleTV device for the Eaton room instead. Director Donovan will look into these other options for the next meeting.

Holiday Library Schedule – Director Donovan

- Director Donovan presented his recommendations for this year's holiday schedule as Christmas and New Year's fall on a Sunday. He recommended the library close on December 23, 24, 25, 26, and 31 and on January 1. The board voted to accept Director Donovan's recommendations.

Finalize Annual Evaluation of Director Ryan Donovan – Chair Wallace

- The board voted to approve the annual evaluation of Director Donovan. Director Donovan and Trustee Wallace will attend the next meeting of the Personnel Board to request approval for our recommendation of a 2% salary increase.

Fall Library Survey – Secretary Ryan

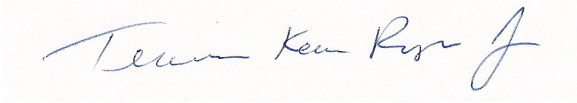
- Secretary Ryan presented a draft of a library survey to be implemented this fall in paper and electronic form. There was discussion regarding some of the questions and regarding the implementation and timing. Board Member Fallon agreed to assist Secretary Ryan in finalizing the survey.

Policy Review Plan – Chair Wallace

- Upon recommendation from Library Director Donovan, the board agreed to review the Program policy of the library. Chair Wallace agreed to lead this effort.

The Meeting was adjourned at 7:46pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Terrence Ryan". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Terrence Ryan
Library Board of Trustees

Approved October 25, 2016