

Board of Trustees of the Southborough Library

**Minutes of Board Meeting**

Southborough Library, Ella Eaton Room

Tuesday, October 25, 2016

The meeting was called to order at 6:05 pm.

**ATTENDANCE:** Trustees – Chair Richard Wallace, Treasurer Nancy Mayo, Secretary Terrence Ryan, and Dolores Fallon. Also present: Library Director Ryan Donovan and residents Sam Stivers and Kate Matison.

**APPROVED:** Minutes of previous meetings (9/27) were approved.

**REPORTS/DISCUSSIONS**

**National Register District Presentation – Kate Matison, Co-Chair, Southborough Historical Commission**

- Ms. Matison presented the proposed National Register Historic District that the Historical Commission is applying for and asked for support at the November 9<sup>th</sup> meeting on the issue at Town Hall.
- The proposed district consists of 75 properties including the Southborough Library. Properties within National Register Districts are automatically included in the State Register of Historic Places.
- She explained the only impact on the library would be that it may be eligible for different types of grants (such as 50% matching state grants through the Massachusetts Preservation Projects Fund) but would not be constrained in any manner with regard to building renovations or other physical considerations.
- The board approved to support the Historic Commission's proposal; Chair Wallace will attend the 11/9 meeting.

**Director's Report – Director Donovan**

- Director Donovan reported that there had been some minor water damage over the past weekend due to the severe rain. None of the collection was damaged and John Parent, Southborough director of facilities, was made aware of the problem. The latest Southborough long-term capital plan calls for the roof to be replaced in 2018.

**Financial Update – Director Donovan**

- Director Donovan presented the October financial update. There were no questions.
- Director Donovan provided a quote for purchasing a mobile projector to be used for presentations both upstairs and in the Eaton room when needed. He also informed the board that a new cart for the projector was needed as the old one had been damaged and no longer functioned appropriately. The board approved Director Donovan's request to purchase the new projector, the cart and a couple pieces of new furniture using funds from state aid.
- Library Director Donovan reported that he was still investigating the purchase of televisions for the Eaton Room and the Teen area along with the possibility of a larger screen for presentations and will discuss his findings at a later date.

**Historical Documents Collection – Treasurer Mayo**

- Treasurer Mayo reported that Adam Brooks, a professional archivist, had sorted through a significant portion of the Southborough Historical Museums collection of books, papers and photos, catalogued them and transferred those he deemed of the greatest value to the library for further work.
- A mold issue at the museum has resulted in the Museum Commission reevaluating how to best preserve and maintain the facility. For the time being, the library will hold the material that Mr. Brooks transferred to the library for cataloging.

**Annual Evaluation of Director Ryan Donovan – Chair Wallace**

- Chair Wallace reported that he was present at the October 13 meeting of the Personnel Board. The Board approved the Library Trustees' recommendation of a 2% salary increase for Director Donovan.

### **Fall Library Survey – Secretary Ryan**

- Secretary Ryan reported that the fall survey is now being implemented. Printed versions are available at the library and were distributed at last week's special town meeting. The survey is also available online. Over 70 people have taken the survey already. Secretary Ryan was going to contact the mysouthborough.org site to have the survey publicized further.

### **Holiday Party – Chair Wallace**

- Chair Wallace suggested that the board of trustees and library staff again have a holiday party. The board agreed that it was an effective way for the board to communicate with and get to know the staff better and voted to do so. Director Donovan agreed to make arrangements.

### **2017 Budget Planning – Director Donovan**

- Director Donovan noted that the first draft of 2017 budgets for the town are due in November and recommended having a special board meeting to review his budget proposal prior to the next board meeting. The board agreed to do so with a date to be determined.

The Meeting was adjourned at 7:40pm. The next monthly scheduled board meeting will take place on November 15<sup>th</sup>, 2016.

Respectfully submitted,

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Terrence Ryan  
Library Board of Trustees

Approved November 15, 2016.