

Board of Trustees of the Southborough Library  
Minutes of Board Meeting  
Southborough Library, Ella Eaton Room  
Tuesday, January 17th, 2016

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

**ATTENDANCE:** Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Treasurer Nancy Mayo, Secretary Terrence Ryan, and Dolores Fallon. Also present: Library Director Ryan Donovan, residents Timothe Litt, and Roger Challen.

**APPROVED:** Minutes of previous meeting (12/16/16) were approved.

## **REPORTS/DISCUSSIONS**

### **Proposed Municipal Technology Committee – Roger Challen and Timothe Litt**

- Mr. Challen and Mr. Litt presented the latest information regarding the potential formation of a Municipal Technology Committee. The committee, which would include an appointed representative from the Library, will be voted on at the next town meeting. Mr. Challen and Mr. Litt sought support from the library board for their proposal. The board agreed to consider it and discuss it at the next meeting – perhaps with input from Tom Laflamme from the town’s technology department.

### **Revised Program Policy – Chair Wallace**

- A new revised program policy will be discussed at the next meeting.

### **Historical Committee – Chair Wallace and Treasurer Mayo**

- Chair Wallace and Treasurer Mayo updated the board on the status of the work with the historical society and museum. The archivist has completed the majority of the work; the mold remediation at the museum is also completed, allowing for materials to be returned.

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

- Secretary Ryan presented the core results of the fall survey. He indicated that he would try to do some further analysis of the information but the base results were now finalized and could be made available to the public. Director Donovan agreed to coordinate with Secretary Ryan to put the information on the library’s website.

### **Website – Trustee Fallon**

- Trustee Fallon updated the board on the continued examination of the library’s website and how its ease of use and functionality may be improved. She and Director Donovan plan to get user feedback before making any significant changes.

### **Trustee Recruitment – Chair Wallace**

- Chair Wallace advised the board that Trustee Fallon will not be seeking re-election when her term expires. He recommended that trustees should speak with interested individuals regarding running for the position.

### **Prep for Annual Meeting – Dolores Fallon**

- Trustee Fallon agreed to work with Director Donovan again on the annual state of the library presentation that is given at town meeting.

### **Professional Development – Chair Wallace**

- Chair Wallace asked Director Donovan to provide a plan for staff professional development. Director Donovan discussed some of the recent professional development the staff has undergone and said he would contact some consultants regarding team-building workshops.

**Future Meeting Times – Vice Chair Landry**

- Vice Chair Landry proposed moving the monthly meetings to another week or day of the month. The discussion was put off until the next meeting so that Trustee De Bonet would be present and her opinion could be included.

The Meeting was adjourned at 7:45pm.

Respectfully submitted,

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Terrence Ryan  
Library Board of Trustees

Approved February 21, 2017.