

Board of Trustees of the Southborough Library

Minutes of Board Meeting

April 19th, 2016

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

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

APPROVED: Minutes from previous meeting (3/15).

DIRECTOR'S REPORT – DIRECTOR DONOVAN

- **FY15 Budget & Expenses:** FY16 spending is progressing as expected; materials budget has caught up. A lifetime Mango Language Program was purchased enabling on-line computer language learning, including English as a second language for patrons. A hosting fee of up to \$200 per year is the only ongoing cost.
- **Operations:** The new magazine rack has been installed and magazine circulation has increased with the increased exposure. The pine tree in the front has been taken down completely but not entirely removed. Director Ryan is speaking with DPW about having the remaining logs removed. An abnormally high water bill seems to have been the result of either a faulty toilet or faucet that was not turned off. Director Ryan has put in new closing procedures that include checking of restrooms to minimize the chance of this happening again. He noted that automatic faucets and new toilets would be helpful but are presently not being considered by the town. Plans for Candidates' Night are on track.

TOWN MEETING – CHAIR WALLACE

- Director Ryan gave a presentation which was well received.
- New rules will go in place beginning July 1st requiring documents for board meetings to be available for the public. The Library Board will wait to hear from the Town Clerk at how these new rules will be implemented so that they can comply appropriately.

TOWN BUILDING COMMITTEE – DIRECTOR DONOVAN

- Director Ryan noted that there has been a long-term town building committee that occasionally meets and that he was going to speak with John Parent about representation for the Library at their next meeting.

FUNDRAISING – CHAIR WALLACE

- Chair Wallace led a discussion regarding fundraising now and in the future. Vice Chair Landry and Trustee Fallon indicated that they would be holding a Fundraising sub-committee meeting in the near future to make plans.

THE FUTURE OF THE LIBRARY – A TIME TABLE – SECRETARY RYAN

- Secretary Ryan made a presentation outlining the various steps, timing, and resources associated with a library revitalization project in Massachusetts. He agreed to meet with Director Ryan regarding developing a plan to collect and organize information that is presently available and will be needed for grant applications in the future.

The Meeting was adjourned at 7:29 pm.

Respectfully submitted,

Terrence Ryan

Secretary, Southborough Library Board of Trustees

Approved May 17, 2016