

Minutes of Board Meeting

Southborough Library, Ella Eaton Room

Tuesday, November 15th, 2016

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

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

APPROVED: Minutes of previous meeting (10/25) were approved.

REPORTS/DISCUSSIONS

Director's Report – Director Donovan

- Director Donovan reported that the town is reviewing their insurance policies and what is covered. Some items at the library are presently covered and Director Donovan will investigate if there are other items that should be covered. Some items listed in the old insurance policy as being at the library are not there.
- Director Donovan reported that the library recently purchased new barcode scanners, which are improving the efficiency of the check-out desks.
- The Friends of the Library group held a successful potluck dinner at the library earlier in the month and expect to hold the event again in the future.

2018 Annual Budget Draft – Director Donovan

- Library Director Donovan presented a draft of the library's FY2018 budget, which proposes an increase of \$16,147 or 3.3% over FY2017's budget. Several additional pages will be hired in FY18 to provide better coverage and schedule flexibility during evenings and weekends. The educational supplies line is increased by \$3,000 (3.3%), which is 19% of the overall budget per MBLC guidelines. The board unanimously approved the draft, which will be submitted to the town budgeting process.

Library Board and Library Resources Policy – Chair Wallace

- Tabled until next meeting when all trustees are present.

Program Policy Review Plan – Chair Wallace

- Tabled until next meeting

Bylaws Amendment – Chair Wallace

- The board voted unanimously to amend the bylaws such that monthly meetings could be rescheduled from the third Tuesday of the month in order to accommodate members' schedules and enable a quorum to be met.

Temporary Agency – All

- Director Donovan mentioned that some libraries make use of a temporary agency that specializes in providing library help. The board asked Director Donovan to look into the options that temporary agencies might provide Southborough if needed sometime in the future.

Holiday Party

- Director Donovan reported that a holiday gathering for staff and the Board has been scheduled for Monday, December 19th.
- The Board agreed to split the cost of the event amongst its members.

The Meeting was adjourned at 7:20pm. Due to scheduling issues, the December board meeting will take place on Friday, December 16 at 6:00pm at the Senior Center, 9 Cordaville Road, Southborough, MA.

Respectfully submitted,

Terrence Ryan
Library Board of Trustees

Approved December 16, 2016.