

Board of Trustees of the Southborough Library

**Minutes of Board Meeting**

January 19, 2016

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

**Attendance:** Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Treasurer Nancy Mayo, Nicole De Bonet, and Dolores Fallon were present. Also present: Director Ryan Donovan and Advisory Board member Sam Stivers.

Delayed: Secretary Terrence Ryan.

**Minutes from previous meetings (12/15, 12/21, 12/28) approved with one change to the minutes from December 15:**

- **Internet Policy:** Director Donovan explained the few changes to the Internet [add “policy”]. The Board approved the new Internet policy.

**Discussion:**

**Director’s Report**

- **Expense Report:** Materials spending is still low. Monthly caps have been established, but Director Donovan is encouraged to provide weekly goals to staff.
- **Facilities & DPW:** 1) The Southborough Gardeners’ Beautification Committee is planning to donate 2 planters for the library’s exteriors. Primarily, the Southborough Gardeners will be responsible for watering the plants. Otherwise, library volunteers will assist in watering the plants. 2) There’s a water leak between the Circulation Area and the Teen Area in the library, but it’s not significant damage. The Facilities Dept. is contacting a new roofing company.
- **Programming:** Tentatively scheduled for February 4, Southborough Access Media is screening a 30-minute video of interviews with military veterans. A small group of these veterans will also be available for a live Q&A. Legislative Breakfast at 8am on February 26.
- **Technology:** Self-check machine has been delivered. The next available timeframe for the on-site installer is after February 14. There’s an opportunity to save \$2,500 by setting up the self-check machine remotely.
- **Other:** Will be removing the bolted shelves next to the copier and want to replace with 2 shelving units dedicated to magazines.
  - **APPROVED:** Spend up to \$4,000 for 2 shelving units.
- **Action-Director Donovan:** Schedule on-site installer, but try setting up self-check machine remotely. If successful, cancel the on-site installer.
- **Action-Director Donovan:** Send the Long-Term Capital Plan to trustees in order to review at the next meeting.

**Email:** Discussion regarding the use of official town email address for each trustee and the email retention policy. The Town of Southborough does not have a policy in place for email retention; Town Clerk Jim Hegarty has requested legal counsel on the matter.

- **Action-Chair Wallace:** Request official town email address for each trustee from the Board of Selectmen.

**Planning & Design Program:** While the next opening in the Massachusetts Planning & Design Program is several years away, Chair Wallace proposed a presentation at the April 2016 Town Meeting.

Trustee Mayo presented her research on the requirements for a Massachusetts Construction Grant. A construction grant may be available in the next 10 years.

As a first step, Trustees will research library renovation projects in our area. The research will help us prepare for the next opening in the Massachusetts Planning & Design Grant program.

Trustee Fallon had a suggested list of open-ended questions to gather information from library directors:

- How long have you been working toward a design grant or construction grant?
- What different roles were assigned within the trustees, staff or other volunteers to assist in the project?
- What professional advice were you able to secure pro bono?
- What has been the experience with managing budgets and timelines?
- What methods did you use to communicate to the community, other town departments (e.g., progress)?
- How would you characterize the work you've received from the firm you hired to \_\_\_\_\_?
- What kind of results have you seen because of the firm's efforts?
- If you were starting this project today, what would be your reasons for hiring \_\_\_\_\_?
- If you started working with \_\_\_\_\_ today, what would you do differently?
- What other advice would you have when managing/working with \_\_\_\_\_?
- What other advice would you have when managing/working on this type of project?

Other suggestions added to the list of questions:

- How did you get community leaders involved?
- How did you establish a building committee?
- What are the 3 most important things we should know before moving forward?
- What part of the process was more difficult than expected/planned?
- What part of the process took longer than expected/planned?

To gather information, the following trustees will meet with library directors at the corresponding libraries below:

- Bolton: Trustee Landry
- Framingham: Trustee De Bonet
- Hopkinton: Trustee Fallon
- Shrewsbury, Westborough: Chair Wallace
- Wayland: Trustee Ryan

**APPROVED:** Historical Preservation Subcommittee (1 year) comprised of Chair Wallace and Trustee Mayo. Fundraising Subcommittee (2 years) comprised of Trustee Landry and Trustee Fallon.

The Meeting was adjourned at 7:48pm.

Respectfully submitted,

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Dolores Fallon  
Library Board of Trustees