

Board of Trustees of the Southborough Library
Minutes of Regular Board Meeting
July 21, 2015

The meeting was called to order at 6:03 pm.

Attendance: Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Nancy Mayo, Nicole De Bonet and Secretary Terrence Ryan. Also present: Director Ryan Donovan, Advisory Board member Sam Stivers, DPW Superintendent Karen Galligan, and citizens Judy Budz and Nicholas Remillard.

The minutes for the June 23rd, 2015 Southborough Library Board of Trustees meeting were unanimously approved.

Eagle Scout Presentation, Proposal and Discussion:

Nicholas Remillard, a candidate for Eagle Scout with Southborough Troop 92, gave a presentation regarding a potential Eagle Scout project concerning the library. He proposed refreshing the existing sitting area on the west side of the library, including renovating the existing teak furniture, replacing the existing bricks with pavers, adding plantings and eliminating an overhanging branch with an estimated preliminary budget of \$500. After some discussion the Board agreed that although the preliminary proposal was acceptable, Nicholas might return at our next meeting with other options for sites and with a more definite budget and design. Karen Galligan indicated that the DPW would be able to assist with some of the materials needed such as mulch and the Board thought that it might be able to contribute some of the costs of the project but that Nicholas would need to find additional sources for the endeavor.

Director's Report:

Budget: Director Donovan reported on the library's finances as it begins the new fiscal year. Expenses are as anticipated.

Facilities: Director Donovan spoke about his discussions with Superintendent Galligan regarding eliminating some brush that is obscuring the library facade and relocating the book drop.

Operations: Director Donovan updated the Board on the website changes, especially those streamlining and clarifying donations. He highlighted that in late August there will be another political program at the library that he hopes will become a regular event.

ARIS and Strategic Plan Updates: Director Donovan passed out a draft of the ARIS report that will be submitted in August for the Board to review. He said that he is making progress on the Strategic Plan.

Discussion:

Furniture: Director Donovan presented a couple of potential options for purchasing new chairs for the library that he and trustee Landry had found from the town's approved vendor list. After some discussion, it was agreed that trustee De Bonet would assist by considering vendors outside the approved list in order to expand the variety of options and price considerations.

Trustee Replacement Process: The Board discussed the process to replace former trustee Judy Budz. Presently, there are two or three candidates who have expressed interest in filling the position. The Board discussed plans to meet with potential candidates prior to the August 11th Board of Selectman's meeting in order to make informed recommendations.

Library Policies Review: Director Donovan said he had reviewed the existing library policies and that several need adjustment and/or revision. The majority are old and in hard copy only. He will provide a list of those needing revision. Trustee De Bonet agreed to review them in order to determine if any have not been finalized and will create electronic versions as needed.

Next Board meeting will be held on August 18th. The Meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Terrence Ryan, Secretary
Library Board of Trustees