

Board of Trustees of the Southborough Library

Minutes of Regular Board Meeting

December 15th, 2015

The meeting was called to order at 6:06 pm.

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

Minutes for November 17th Board meeting were unanimously approved.

Director's Report:

Director Donovan reported that tables had been switched between the Eaton Room with those on the main floor – to create more study space upstairs and reduce crowding in the Eaton Room – and that the ordered chairs should be arriving within the next month.

Director Donovan reported on the five-year cost of installing a self-checkout machine with a maintenance contract. The Board approved using State Aid funds to purchase the machine and contract.

Discussion:

Tutor Policy: Director Donovan explained the few changes to the tutor policy that had been discussed at an earlier board meeting. The Board approved the new tutor policy that eliminates payment by tutors.

Internet Policy: Director Donovan explained the few changes to the Internet. The Board approved the new Internet policy.

Public Records Discussion: Chair Richard Wallace shared relevant public records regulations that he learned about at a recent training session.

Massachusetts Trustee Association: Secretary Ryan and Trustee Fallon discussed some of what they learned from attending a Massachusetts Library Trustee Association meeting in October.

Southborough Advisory Subcommittee Meeting: Chair Richard Wallace summarized the December 2nd meeting he, along with Secretary Ryan and Director Donovan had with the Southborough Advisory Debt Subcommittee. They strongly encouraged the Library Board of Trustees to apply for a warrant to request money for a feasibility, planning and design project for upgrading the library. The Advisory Committee indicated that their analysis of the debt capacity of Southborough would not prohibit a library construction project from being undertaken in the next decade.

Warrant Discussion: Director Donovan reported that the MBLC announced the opening of the Library Construction Grant process for January 2017 and that although Southborough was way behind in preparing the appropriate documentation for an application, he had spoken with MBLC representatives who said it was not impossible to meet the deadline. Given the advisory committee's recommendation and the construction grant window, the Board unanimously voted to proceed with putting in for a warrant for \$75,000 for a feasibility, planning and design project for the spring town meeting. The board agreed to reconvene briefly to review the progress with the warrant prior to the library holiday party on December 21st

The Meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Terrence Ryan, Secretary
Library Board of Trustees