

Board of Trustees of the Southborough Library

Minutes of Special Board Meeting

December 28, 2015

The meeting was called to order at 6pm.

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. Absent: Secretary Terrence Ryan.

Discussion:

Warrant Article for 2016 Town Meeting: Chair Wallace summarized discussions from previous meetings. The Southborough Advisory Committee requested Chair Wallace, Trustee Ryan, and Director Donovan meet with the Advisory Committee subcommittee (John Butler, Kathy Clark, and Nikki Mauro) which is reviewing potential large future capital expenditures the town may face. The discussions regarding new or renovated public safety facilities are driving town officials to better understand the short- and long-term needs of the community and the implications for the town's level of debt. The Advisory Committee subcommittee suggested that the Library go to the town to ask for a warrant article in 2016. In the December 15th meeting, the Board of Library Trustees agreed and voted to submit a warrant article for a Feasibility Study in 2016. The Feasibility Study would evaluate long-term plans for the library (e.g., the potential of new or renovated library facilities in the next 5-10 years).

Director Donovan emphasized the need to prepare the community for any long-range plans for the library, including getting feedback from those who do not agree with expenditures for library improvements.

Advisory Board member Sam Stivers recommended a one-pager/timeline to provide a snapshot of any future plans.

In light of the short timeframe before the State of Massachusetts may open the State Library Construction Grant program in January 2017, the Board of Library of Trustees has voted against submitting a warrant article for Town Meeting in 2016. Instead, the Board will focus on specific activities related to the potential for the State of Massachusetts to open a Planning & Design Grant program which can lay the groundwork for a State Construction Grant. These activities would include information gathering, needs assessment, fundraising, and community awareness.

The following Trustees will take the lead in these areas:

- Information Gathering – Trustee Wallace
- Needs Assessment – Trustee Mayo
- Fundraising – Trustee Landry
- Community Awareness – Trustee Fallon

All Trustees should bring ideas targeted to these areas and questions for the information gathering process to the January 2016 meeting.

In addition, Trustee De Bonet will research specific examples of needs assessment documents, and Director Donovan will request that Rosemary Waltos of the Massachusetts Board of Library Commissioners present at a Board of Library Trustees meeting early in 2016.

TABLED – Library Fund Donation Process: Trustee Landry will submit an agenda for a subcommittee meeting on January 5, 2016, including recommendations for the online donation process.

The Meeting was adjourned at 7:33pm.

Respectfully submitted,

Dolores Fallon
Library Board of Trustees