

Board of Trustees of the Southborough Library  
**Minutes of Regular Board Meeting**  
August 17<sup>th</sup>, 2015

The meeting was called to order at 6:00 pm.

**Attendance:** Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Nicole De Bonet and Secretary Terrence Ryan. Also present: Director Ryan Donovan, Advisory Board member Sam Stivers, DPW Superintendent Karen Galligan, and citizens Louise Clough, Joyce Macknauskas, Nicholas Remillard, and Sebastian De Bonet.

The minutes for the July 21st, 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, returned to give a follow-up proposal regarding a potential Eagle Scout project at the library. The new proposal eliminates the existing sitting area on the west side of the library by removing the teak bench and placing it with the bench on the front southeast corner of the library property. The existing west-side sitting area bricks would be removed and the area would be re-seeded. A low branch in the area would also be removed. The project would renovate all the teak furniture and include putting in pavers and plants in the southeast corner of the property. Joyce Macknauskas from the Southborough Gardeners club indicated that they would work with the project to provide some funding and/or supplies. Karen Galligan indicated that the DPW would be able to assist with some of the materials needed such as mulch, crushed stone, and sand and access to a power-washer if needed and would be responsible for the disposal of the bricks. The Board approved the new plan. Nicholas will develop a final budget for the plan and review it with Director Donovan and others associated with the project. Either Director Donovan or DPW Superintendent Karen Galligan will be the sponsor of the project.

**Director's Report:**

**Personnel:** Director Donovan reported that Naomi Magnoni, Library Assistant, has submitted her resignation. He explained how the staffing of the library is being adjusted in the short term to address her departure including the expansion of Leah Selleck's part-time position into a 32-hour/week position. The board officially approved this staffing adjustment. Director Donovan indicated that he is in the process of formalizing all job descriptions at the library and discussed some longer-term implications for staffing. He will seek the board's counsel and approval of the descriptions and a staffing plan/strategy at the next board meeting. He hopes to have the library back to its previous staffing levels within a couple of months.

**Budget:** Director Donovan reported on the library's finances. Water expenses were higher than anticipated and will be investigated; materials spending was lower than budgeted. There was a discussion regarding the pros and cons of monthly expense tracking and its implications.

**ARIS and Strategic Plan Updates:** Director Donovan passed out the final ARIS report that was submitted to the state. He is finalizing the Strategic Plan based on input he has received from board members and others.

**Discussion:**

**Furniture:** Director Donovan and trustee De Bonet presented proposals for new chairs and side tables for the library. The Board approved the purchases, which will be financed by the Southborough Library Fund. Director Donovan reported that the recent addition of padding for chairs at the library has been very well received.

**Library Policies Review:** Trustee De Bonet has scanned the existing documents into electronic files, which will be placed on Google Drive so Director Donovan and the board can more efficiently review and edit them as needed. Director Donovan asked to change the Tutoring Policy. After some discussion regarding the benefits and problems with charging a \$5 fee for tutoring at the library, the Board voted to eliminate the fee. Director Donovan will seek to regulate tutoring through other means so that it does not interfere with the other services of the library or become an issue for other patrons or the staff.

**Trustee Replacement Process:** The Board discussed the process to replace former trustee Judy Budz. There are five candidates who have applied to fill the position. Members from the Board will have met with all five prior to the Board of Selectman's meeting on September 1<sup>st</sup>. The Board agreed to meet at the library shortly prior to the Board of Selectman's 6:30 meeting on September 1<sup>st</sup> to discuss the candidates and then to adjourn to the Town Office for the Board of Selectman's Meeting. Secretary Ryan will submit the appropriate paperwork prior to the date.

Next regularly scheduled board meeting will be held on September 15<sup>th</sup>. The Meeting was adjourned at 7:38 p.m.

Respectfully submitted,

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Terrence Ryan, Secretary  
Library Board of Trustees