

Board of Trustees of the Southborough Library
Minutes of Regular Board Meeting
September 15, 2015

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

Attendance: Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Nancy Mayo, Nicole De Bonet, Dolores Fallon and Secretary Terrence Ryan. Also present: Director Ryan Donovan.

The minutes for the August 17, 2015 and September 1, 2015 Southborough Library Board of Trustees meetings were unanimously approved.

The Board members welcomed recently appointed Dolores Fallon to the board.

Director's Report:

Operations: Director Donovan reported that the library's server needs to be replaced. It recently crashed and the library was without Internet access for nearly an entire day. The library's technical support person was able to temporarily fix the issue but said the five-year-old machine needs to be replaced and found the most appropriate new server is \$3,100. The cost for this unexpected purchase is twice the technology budget for the year. The Board agreed a new server needed to be purchased and the expense should be taken from the state aid component of the budget.

Director Donovan reported that the Long Range Strategic Plan document was completed. The board voted to approve it so that it can be submitted to the MBLC.

By request of Director Donovan, all members of the Board updated the signing authority forms for library expenses so that more people could sign-off on expenses when required.

Director Donovan updated the Board on the hiring process of two new pages for the library. The positions will be posted at the library, town house, and other local locations, and will be placed in the *Villager* (a \$600 expense that also ensures the posting will be listed on Monster and other sites). Trustee De Bonet recommended also putting it on Craigslist, which Director Donovan agreed to do. Director Donovan said he had formed a search committee to interview candidates consisting of him, Children's Librarian Kim Ivers, and Assistant Town Administrator Vanessa Hale. The search would commence in the next couple of weeks.

Director Donovan informed the Board that the library would be closed to the public on Friday morning, September 25th for special cleaning of flooring in the basement and stairway. He explained that the closing was unavoidable due to safety concerns and he selected that day and time in consultation with Kim Ivers as the least inconvenient for patrons.

The Director highlighted an upcoming event on October 6th in partnership with Krosslink.org. This program will be aimed at supporting local businesses and entrepreneurs as they jump-start their companies. SBA's SCORE councilors and local community and business leaders have been invited. Director Donovan also showed the Board some of the new flash drives that the library will have for sale (patrons occasionally need and request them when working on the library's computer). He also said he had ordered some promotional magnets with library hours that will be available to patrons.

Facilities: Director Donovan reported that the landscape company had expressed concerns regarding watering of some of the flowerbeds at the library. Director Donovan will speak with the Gardener's club to determine the significance of the issue and potential solutions. He also mentioned that the book drop had been moved and that the few comments he had received from patrons regarding the move had been positive.

Budget: Director Donovan reported that the library budget was relatively on track, save for the unexpected server expense.

Discussion:

Director's Evaluation: Chair Wallace explained that the Director's Evaluation Sub-Committee had met with Director Donovan to discuss his self-evaluation and that Chair Wallace had met with Town Personnel Board member Russell Millholland to discuss Director Donovan and the evaluation process. It was agreed that Director Donovan would have his formal review during the October trustees meeting. Prior to the meeting, each member of the Board will complete the town's evaluation form and forward it to the Director's Evaluation Sub-Committee. The Sub-Committee will consolidate the information, solicit Mr. Millholland's input, and redistribute it to the entire Board for review and comments prior to the October meeting.

Historical Collection Policy: The board approved the Historical Collection Policy that chair Wallace, trustee Mayo, and Director Donovan developed. Trustee Mayo updated the Board on the status of the Library's efforts to identify, organize, and store historical items. The Library will hire Anthony Vaver, Local History Librarian and Consulting Archivist at the Westborough Public Library, to assess our historical collection. In addition, a grant proposal has been submitted to the Community Preservation Committee to help evaluate and organize existing potential historical items in partnership with the Southborough Historical Society. An archivist would be hired to conduct the evaluations if the grant is approved. Trustee Mayo explained that once the library knows the extent of the historical collection and its condition, a plan for appropriately storing the items would be developed, leading to a further round of grant requests for funding.

Other: In its quest to update all the library policies, the Board agreed to discuss the Library's Internet Policy at the next Board meeting. Chair Wallace also discussed a desire to create sub-committees in order to drive key elements of the approved Long Range Strategic plan forward and asked for Board members to consider this for discussion at the next meeting.

The Meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Terrence Ryan, Secretary
Library Board of Trustees