

Board of Trustees of the Southborough Library

**Minutes of Regular Board Meeting**

November 17th, 2015

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

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

Minutes for October 20<sup>th</sup> Board meeting were unanimously approved.

**Director's Report:**

**FY2017 Budget Update:** Director Donovan updated the board on his meeting with Town Administrator Mark Purple regarding the FY2017 Library budget. The Library was one of the first town departments to discuss their proposed budget with the administrator and the meeting went well with Ryan being able to explain the reasoning behind the increase requests. However, until the other departments submit their budgets, it is not possible to tell if Mr. Purple will request cuts prior to the spring's town meeting.

**Operations:** Director Donovan updated the board on the Eagle Scout project on the Library grounds. The scout has made significant progress but is not yet finished. It is expected to be finished by the end of the month. Director Donovan also informed the board that the exterior notice board/sign is showing signs of age and may need to be replaced or repaired. He is exploring options. Director Donovan also reported that there had been another issue with visitors to St. Marks using the Library parking lot and inconveniencing Library patrons. He is in contact with St. Marks to try to avoid or minimize such occurrences in the future. Director Donovan also reported two of the Library's computer monitors had malfunctioned recently and that if installing new drivers did not solve the problems then they might need to be replaced in the near future.

**Other:** Director Donovan reported that the newly formed programming group met and came up with some new ideas for programs at the Library such as one regarding chocolate and its health impact and another regarding e-book understanding and training. He also reported that the Library was not awarded grant money by the Southborough Community Fund for the self-check machine.

**Discussion:**

**Southborough Advisory Committee's Request:** Chair Wallace summarized the request of the Southborough Advisory Committee to meet with a sub-committee they have looking into 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. Advisory Board member Stivers was able to update the trustees on some of the possible scenarios being discussed for the public safety facilities.

There was a discussion regarding what the plans for the Library should be over the next decade. Director Donovan pointed out that beginning the process to either expand or build a new building was in the recently submitted 5-year plan and that the Board of Selectman were aware of the plan. It was noted that capital expenditures for a Library facility would likely be subsidized to some extent (up to 50%) by the state and by a capital campaign, unlike the cost of new public safety facilities.

After considerable discussion, the Board of Trustees agreed that they would tell the Advisory Committee that new or renovated Library facilities should be expected within the next five to ten years and that the Library would be preparing preliminary grant proposals for studies and evaluations to submit to the state as soon as possible. Chair Wallace, Trustee Ryan, and Director Donovan will meet with the Advisory Committee sub-

committee in early December to explain the needs of the Library and provide an estimate of timing and costs based on the state data that is available.

**Library Donation Process:** Trustee Landry gave an update on the process by which people donate to the Southborough Library Fund. Discussion focused on the website of the Community Foundation of North Central Massachusetts, the nonprofit foundation where the Fund resides. We have made repeated requests to CFNCM to make the online donation process less difficult and confusing, but to date, they have made no significant changes. We are considering our options.

**Internet Policy:** There was a short discussion on the revised Internet usage policy at the Library. The Board agreed that it needed another round of edits and would consider the Internet and tutor policy in December.

**Historical Document Grant:** Trustee Mayo reported that the Community Preservation Committee recently approved a grant for the Southborough Historical Material Archival Project to establish and preserve a collection of materials in partnership with the Southborough Historical Society. The amount of the grant will be announced at CPC's December meeting.

**Other:** Chair Wallace announced that the Personnel Board approved Director Donovan's salary increase as recommended by the Board. The Board also voted unanimously to use State Aid to acquire a new set of chairs to be used for Library programs. A staff and board holiday party was also agreed upon for Monday, December 21<sup>st</sup>.

The Meeting was adjourned at 7:43 p.m.

Respectfully submitted,

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Terrence Ryan, Secretary  
Library Board of Trustees