

Board of Trustees of the Southborough Library

**Minutes of Regular Board Meeting**

October 20, 2015

The meeting was called to order at 5:58 pm.

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

Minutes for September 22<sup>nd</sup> Board meeting were unanimously approved.

There was a discussion regarding the recent Open Meeting Law training some members attended and the regulations' implications for the functioning of the Board of Trustees.

**Director's Report:**

**Holiday Schedule:** Director Donovan recommended that the Library close on the Saturday after Thanksgiving henceforth. Last year the Library was open on the Saturday after Thanksgiving but use of the Library was minimal, and scheduling staff for the day is difficult. The board unanimously voted that the Library close on the Saturday after Thanksgiving beginning this year. Director Donovan also recommended that the Library close on the Saturdays after Christmas and New Year's Day this year as those holidays fall on Friday and also present staff scheduling difficulties. The board unanimously approved closing the Library on Saturday, December 26<sup>th</sup>, 2015 and Saturday, January 2<sup>nd</sup>, 2016.

**New Hires:** Director Donovan summarized the results of the recent search for new pages at the Library and how they should help relieve some of the scheduling issues. He recommended the hiring of three new pages: Kathy Schoener, Valerie De Angelis, and Marjory O'Neill. Collectively, the new pages will have less than 20 hours/wk. The board unanimously approved the hires.

**Fiscal 2017 Draft Budget:** Director Donovan and Treasurer Nancy Mayo summarized the draft FY2017 Library budget, which represents a nearly 8% increase over the previous year. The largest increases are found in the Educational Supplies, Salaries and Wages, and Dues and Memberships categories. The FY2017 budget creates categories for Professional Development and Programming. The board unanimously approved the draft and agreed that Director Donovan should meet with Town Manager Mark Purple soon to discuss it. Director Donovan will report next month regarding Mr. Purple's perspective and recommendations.

**Operations:** Director Donovan updated the board on the Eagle Scout project on the Library grounds. It is expected to be finished in the next month. Director Donovan also informed the board that he is forming a programming group to solicit ideas and assistance in creating programs at the Library. Due to changes at Krosslink and the EDC, the successful Krosslink program is going through some adjustments but is expected to continue. Another open event, possibly centered on environmental issues, is being considered for the spring.

**Other:** Director Donovan mentioned possibly having a staff holiday party or gathering and asked for recommendations and suggestions. Trustees expressed their approval of the idea and Chair Wallace asked Director Donovan to plan the event.

**Discussion:**

**Director Donovan's Review:** Chair Wallace summarized the Director Donovan's review, saying that the board was very happy with the Director's overall performance over the past twelve months. By unanimous vote, the Southborough Library Board of Trustees recommends to the Southborough Personnel Board that Director Donovan receive a 3% raise.

**Page Salaries:** There was a short discussion on the pay level of the new part-time employee pages and whether they were paid the federal or state minimum wage. It was determined it was the state wage.

**Policy Review:** The Library's Internet policy was selected as the next policy that should be revisited and updated. Dolores Fallon agreed to work with Director Donovan on it and present recommendations at the next meeting.

**Payroll Backup:** Director Donovan expressed concern that he was the only Library employee with payroll authority and recommended that Children's Librarian Kimberley Ivers be authorized to sign-off on payroll in the event that Director Donovan was unavailable. Ms. Ivers has had this responsibility in the past and was is comfortable acting as backup. The board unanimously approved that Ms. Ivers be empowered to sign-off on payroll if required.

The Meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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Terrence Ryan, Secretary  
Library Board of Trustees