

Board of Trustees of the Southborough Library  
**Minutes of Board Meeting**  
Friday, December 16th, 2016  
Southborough Senior Center, Rooms A&B  
9 Cordaville Road, Southborough, Massachusetts

The meeting was called to order at 6:02 pm.

**ATTENDANCE:** Trustees – Chair Richard Wallace, Vice Chair Margarite Landry, Treasurer Nancy Mayo, Secretary Terrence Ryan, Nicole De Bonet and Dolores Fallon. Also present: Library Director Ryan Donovan and residents Sam Stivers and Timothe Litt.

**APPROVED:** Minutes of previous meeting (11/15) were approved.

#### **REPORTS/DISCUSSIONS**

##### **Director’s Report – Director Donovan**

- Budget meeting with Town manager Mark Purple went well.
- New approval rate for merit for town employees for next year is 2.5% instead of the 2.0% original budget assumed and a new version of the budget will be created to reflect this.
- Meeting with advisory board in early January regarding the budget. Some board members plan to attend to support Director Donovan and answer any questions regarding the budget.

##### **Municipal Technology Committee – Timothe Litt**

- Mr. Litt explained to the board his desire to establish a municipal technology committee for the town to coordinate technology use and investments across the town and how such a committee may impact the library.

##### **Southborough Library Fund Report – Vice Chair Landry**

- The Library Campaign has been active for just over a month and is expected to continue through the year. Preliminary results are not as strong as had been hoped but the drive has already covered its costs. Trustee Fallon will request mysouthborough.com blog to post a reminder of the drive to spur year-end contributions.

##### **Library Survey Results – Secretary Ryan**

- Trustee Ryan presented some preliminary findings of the survey and said a more detailed analysis and information would be coming in early 2017.

##### **Other**

- The board voted unanimously to approve a policy such that Children’s Librarian Kim Ivers would be an authorized back-up signatory for Library payroll in the event that Director Donovan is unavailable.
- The board approved purchase of new endcap displays for the stacks in the main room of the library.
- There was a discussion regarding staff professional development plans for 2017. Director Donovan said he would discuss with the staff the type of training they would like and find most valuable.

The meeting was adjourned at 7:30pm.

Respectfully submitted,

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Terrence Ryan

Library Board of Trustees

Approved January 17, 2017