

Board of Trustees of the Southborough Library
Minutes of Regular Board Meeting
October 23, 2013

Chair Jane Smith called the meeting to order at 6:07 PM.

Attendance: All Trustees - Judy Budz, Nancy Mayo, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Director Jane Cain and Advisory Board Member Sam Stivers.

Minutes: Trustees unanimously approved the minutes of its Sept. meeting.

DIRECTOR'S REPORT

Special Town Meeting: Pay raises that had been delayed for former SIEU members were approved at Town Meeting. Those former union members – we have four at the Library - now fall under the Salary Administration Plan, as workers voted to decertify the union last spring. The additional money approved for the Library was \$1,845.00, and the town determined that these raises will take effect on the employees' anniversary date, not July 1, 2013, as it previously had proposed.

New Senior Library Assistant position: At the request of the director, Trustees voted unanimously to give its approval to the creation of the Senior Library Assistant positions. Trustees have been pushing for this change for years, but the Personnel Board needs to see that Trustees took an official vote on creation of this new Library position. It affects two long-time employees – Pat Ellis and Heidi Lindsey- who had topped out of their previous pay scale. This new job description better reflects the breadth of their duties and will allow them to get pay increases once again.

Carpet cleaning: Carpet cleaning estimates are coming in and are very expensive. The director will look into the cost of replacement.

Full Director's Report attached.

Budget: Purchase of educational materials is lagging behind a bit for the year. Once an outstanding \$5,600 magazine order is placed, the monthly spending average will get closer to where it should be.

Upon viewing the director's expense report, it was decided that, for the sake of month-to-month spending comparisons, her report should show end-of-month totals, not spending as of the current week. In order to make sure spending is where it should be near the end of the fiscal year, Trustees will need the most current data in May and June. The director said she will be keeping track of current spending, so Trustees can always see that if they wish to.

Our **FY15 budget** is due to the Town House on noon November 25. The Director must submit both a level-funded budget and a level-services budget. Trustees voted to meet at 6 p.m. on Monday, Nov. 4, to review the Director's budgets.

Holiday schedule & closings: The Town house announced that it will be staying open until 7 p.m. on New Year's Eve this year, which falls on a Tuesday, the one day of the week the Town House stays open until 7 p.m. Trustees voted to stick to the holiday schedule we approved last year: Chair Smith moved that the Library close at 3 p.m. on New Year's Eve and that motion passed unanimously. She also moved that the Library be open its usual hours on the Saturday after Thanksgiving. That motion passed unanimously. All town buildings, except the Library, will be closed on Thanksgiving and the day after Thanksgiving.

Planning and Design application: The chair suggested we set aside a separate meeting date to discuss our application. She asked the Director to put together a schedule of tasks that need to be completed by a certain date.

Programming review: Trustee Mayo presented her report on programming at the Library. The number of adult programs grew from 28 to 49 between FY11 and FY14, while average attendance dropped from 23 to 16. Most requested program topics from feedback forms are: Authors/business of writing, local businesses/local professionals, and healthcare/nutrition/pain therapy. The top three ways people learned of our programs were, in order: Library newsletter, mysouthborough.com, and posters at the Library. The three programs with the highest attendance were, in order: December open house, Inside Speaker Series, and author Library Maryanne O'Hara. Full report, with recommendations, is attached.

A new monthly program is starting - a writers' workshop. Lorraine Gilmore will lead this group one Saturday a month, beginning November 16.

Landscaping: The Library grounds look very different! DPW pulled out all the shrubs evergreens and rhododendron in front of the building in order to work on pipes that will help drain water away from the building. This was part of the flooding mitigation work recommended by Pare. Chris Leroy of DPW put in some plantings along the new front brick walkway, as they had pulled out all the overgrown shrubs on either side of the old walkway before the new walkway was installed by Curtiss Landscaping this summer. Chair Smith will send Karen Galligan, DPW Superintendent, a thank you note.

Building: Great news! Facilities will scrape and repaint the unsightly, water-damaged area above the director's office door that we have been complaining about for months, if not years.

Director's new goals: Edits were made to Jane Cain's goals and Trustee DeBonet will send Trustees and the director an updated version.

Old Business – Discussion of our collection development policy was deferred.

Action Items:

- Jane Cain to revise budget to reflect end-of-month totals for easy comparison to past years.
- Trustee DeBonet to send Trustees and director an updated version of Director Cain's goals.

Attached Documents:

- Director's Report
- Programming evaluation

Next meeting: Monday, Nov. 4, 6 p.m. at the Library.

Meeting was adjourned at 8:55 PM.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees