

Board of Trustees of the Southborough Library

Minutes of Board Meeting

August 20, 2013

Chair Jane Smith called the meeting to order at 6:14 PM.

Attendance: Trustees Judy Budz, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, Secretary Nicole De Bonet. Also present, Director Jane Cain, Advisory Board member Sam Stivers.

Minutes: Trustees unanimously approved the minutes of its July 16 and July 22 meetings

Director's Report: Jane Cain reported that the Personnel Committee has given its final approval to the creation of the Senior Library Assistant position which will allow Pat and Heidi to qualify for pay raises. They had both reached their maximum pay scale several years ago. This change must be approved at the Special Town Meeting on Monday, Oct. 7.

Two new interns have started working and intern Chris Davis finished on August 17. He submitted a report with lots of ideas for keeping our Facebook page updated.

Meter readings of the water usage are being monitored and seem to be reasonable.

The ARIS report has many discrepancies with previous years. The director is making use of the notes section to explain why some statistics appear out of whack. The switch to Evergreen appears to have a lot to do with this, and neighboring librarians say they, too, are seeing some unusual statistics being pulled from the reporting tool.

Three interesting programs are being planned as part of the New England Authors series, thanks to a volunteer programming committee. Volunteer Sandy Pochapin reports that there will be a "How to Write a Mystery" panel on Oct. 23. The panelists will be Frankie Y. Bailey, Toni L.P. Kelner, and Barbara Ross, all published authors. On Oct. 29, there will be a second 3-member panel on "How to Get Published," and in early November, Hank Phillippi Ryan, who just published another mystery, will speak at the Library.

Old Business

Ivy: During our July 22 meeting with MBLC Library Building Specialist Lauren Stara, she mentioned that the ivy may be damaging our building. Mr. Stivers did a little research and suggested that it may be harmless. Jane Smith noted that she likes the appearance and suggested we leave it if it is determined to be safe. After the meeting, Margarite Landry took cuttings of ivy from various locations and will take them to Weston Nurseries in Hopkinton to be identified.

Planning & Design Grant: Sam Stivers suggested that trustees, selectmen and advisory board members sit down to discuss the construction grant application that we will be submitting to the Massachusetts Board of Library Commissioners by Sept. 13.

Action Items:

- Jane Cain is going to re-do the August Expense Report. There is an error in calculation of budgeted amounts.
- Jane Cain needs to submit our long-range action plan update by Dec. 2.

- Director and as many Trustees as possible must attend a MBLC Construction Program mandatory application workshop. They are being offered Sept. 24 at the Maynard Public Library, Sept. 26 at the Jones Library in Amherst, and at the Millis Public Library on Oct. 1. All workshops run from 10 a.m. – 3:30 p.m.

Attached Documents:

- Director's Report
- August Expense Report (with errors, to be corrected)

Meeting was adjourned at 7:35 PM.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees

Director's Report

July 13 – August 8, 2013

FY14 Expenses:

First quarter FY14 water bill that I am working on w/DPW: apparently, DPW has followed the Town Administrator's letter that notes the abatement relates to the October 2012 invoice, and not the May 2013 invoice that we originally submitted, thus the "past due" amount of \$65.32 is still not processed. We will have to include this amount in our payment, after all.

Staffing/Training: Our new pages are fitting in well, are learning quickly and the staff is pleased, over all. At the Friday, July 26 Personnel Board meeting, the Board continued discussion on the Sr. Library Assistant position and agreed that Grade III in SAP (same level as Children's Librarian/Senior Librarian) made sense for this position. The hourly rate for the new position was not decreed, and I will share the information with you at the August meeting, along with my recommendation. Personnel Board will present the request for the new Library position to be created at Town Meeting in October.

I have done evaluations for both Heidi and Pat this month, and will be sending them to the Personnel Board. Vanessa has not confirmed a PB meeting date for the month of August.

Summer Reading: One book-One School-One community read is Never Fall Down by Patricia McCormick. Dates for events: August 20, 7:00 p.m., a community discussion – geared toward the teens, but all are to be invited. There will be a documentary movie showing at the Sbro Senior Center, the Library, and at two locations in Northborough in September – on the life of the protagonist in the book. Naomi has done well to help with this collaborative effort.

Facilities: This month, the library phones have been troublesome, again – after months of improved performance. The dialogue is ongoing between Facilities, our phone company, Verizon and Custom Alarm regarding the extra alarm line we had installed last year, and whether or not it was done correctly. The problem is occasional heavy static on our main line, and sometimes a disconnect. You should use 508-485-0304 to contact the Library.

I would like to schedule a carpet cleaning for the next long weekend – Labor Day in September. Request permission to use State Aid funds for that task ~ around \$1,000 (as we should have both levels cleaned.)

Technology: Please take a look at Chris McGinn's solution to securing his new PC in his lower level workspace. He installed it himself!

Public Relations: Christopher Davis has been busy with the Library's web page redesign, Facebook page, and other publicity projects for us. He wraps up August 17, and will be working w/Naomi and Barbara, while I am on vacation to get the Library's re-designed web site to a point where we can launch it.

August grant-funded programs for Teens: On August 6, in conjunction w/Recreation, we are hosted StarLab, a portable planetarium. It was well attended and cool. See: <http://starlab.com/about-us/starlab-history/>

New \$7,500 grant, "Science is Everywhere." I discussed with Kim, as it focuses on children ages 7-10 in the important arena of STEM (Science, Technology, Engineering and Mathematics.) The schedule is that of other LSTA grants, letter of intent by Dec. 1, and final application in January, for projects that begin FY15. She is looking in to it.

As part of the New England Authors series, we are organizing programs around mystery writing in the fall. Sandy Pochapin, Library Friend, reports the following:

I'm delighted to let you know that I have your "How to Write a Mystery" panel for you. It will be held at the Southborough (MA) Public Library on **Wednesday, October 23 at 7 PM.**

Panelists will be: **Frankie Y. Bailey** is a criminal justice professor at University at Albany (SUNY). She specializes in crime and American culture (crime history, and mass media/popular culture). Her mystery series features crime historian Lizzie Stuart, most recently in *Forty Acres and a Soggy Grave* (July 2011). Her new book coming out in September 2013 -- first in a series -- *The Red Queen Dies*, is a near-future police procedural set in Albany, NY in 2019 with an Alice in Wonderland theme and lots of Albany history. Frankie is a former EVP of MWA and the current VP of SinC.

Toni L.P. Kelner: Agatha award winner Toni L.P. Kelner is the author of three different mystery series: the eight Laura Fleming novels, the three "Where are they now?" books, and the forthcoming Family Skeleton series of paranormal cozies with a skeleton for a Watson. She also co-edits urban fantasy anthologies with Charlaine Harris--their most recent is the NYT bestseller *HOME IMPROVEMENT: UNDEAD EDITION*.

Barbara Ross: Barbara Ross' new novel *Clammed Up*, first in a new series of Maine Clambake Mysteries, will be published by Kensington in September 2013. Barbara and her husband own the former Seafarer Inn at the head of the harbor in Boothbay Harbor, Maine. Barbara's first mystery novel, *The Death of an Ambitious Woman*, was published by Five Star/Gale/Cengage in August, 2010. Barbara is the 2013 co-chair of The New England Crime Bake, and a co-editor/co-publisher at Level Best Books, which produces an award-winning anthology of crime stories by New England authors.

There will be a second 3-member panel w/moderator on Tuesday, Oct. 29 on "How to Get Published," including publishing a blog. And, in early November, we will host Hank Phillippi Ryan, who just published her third (?) mystery. (Ryan is no charge and the panel members will be paid for through the Cultural Council grant we received this year. We are talking to three other New England authors for visits this year.

Another “SAVE THE DATE”: Mass Library System is holding a workshop/roundtable on **“How to” Hold a Legislative Breakfast** that may be of interest to you. It will be on **October 1, from 10 a.m. – noon, in Worcester**. While we may not be planning an exact Legislative Breakfast in the near future, there will most likely be great tips and suggestions on how to keep lines of communication open among our legislators – local, regional and statewide, to advocate for our Library.

Upcoming Dates

Friends Mtg, Thurs., Aug. 15, 7:30 p.m. – Heritage Day Planning Meeting

Trustee Mtg, Tues., Aug. 20, 6:00 p.m.

One-Book-One-Community Discussion, Tues., Aug 20, 7:00 p.m.

SOLF - Sept. 17, 25th Anniv. Meeting @ Library

Author visit: The Outermost House – preservation on Cape Cod = Date TBD

Flu Clinic, Sept. 26 – available to staff and boards

Genealogy Club, Thursday, Sept. 26, topic TBD

Special Town Meeting - \$\$ - Monday, October 7, 2013

Heritage Day – Monday, October 14, 2013

“How to Write a Mystery” – Panel of three authors – Wed. Oct. 23

Town Special Election (House): Primary = Tuesday, Oct. 15; Election, Tuesday, Dec. 10

“How to Get Published” – Panel of three in publishing industry – Tuesday, Oct. 29

Mystery Author Hank Phillippi Ryan – November 7 – her latest title

Public Health Series – Fall topic/date TBD

Vacation plans: Jane – Friday, Aug. 9- Mon. Aug. 19 (returning Aug. 20)

Kim – Aug. 22 – Sept. 3

SOUTHBOROUGH LIBRARY 2014 EXPENSE REPORT

August 8, 2013

ACCOUNT NUMBER	DESCRIPTION	FY2014	YTD-FY14				CURRENT BALANCE	Past Year (FY13)		
		APPROVED BUDGET	ACTUAL	BUDGET	VAR	%		ACTUAL	VAR	%
0100-5-610-000-51100	Salaries	\$302,516	\$31,270	\$12,605	\$18,665	148.1%	\$271,246	19,381.00	\$11,889	38.0%
0100-5-610-000-51450	Longevity	\$2,300	\$0	\$96	-\$96	-100.0%	\$2,300	700.00	-\$700	#DIV/0!
0100-5-610-000-52300	Water-Domestic	\$800	\$0	\$67	-\$67	-100.0%	\$800	333.00	-\$333	#DIV/0!
0100-5-610-000-52400	Library Building Maint.	\$0	\$0	\$0	\$0	0.0%	\$0	0.00	\$0	0
0100-5-610-000-52540	Computer Equip, Maint	\$1,600	\$0	\$67	-\$67	0.0%	\$1,600	0.00	\$0	0
0100-5-610-000-53000	Medical Dental Prof Tech	\$75	\$0	\$3	-\$3	0.0%	\$75	0.00	\$0	0
0100-5-610-000-57100	In-state Travel	\$400	\$91	\$17	\$75	448.5%	\$309	0.00	\$91	0.0%
0100-5-610-000-57200	Out-of-state Travel	\$0	\$0	\$0	\$0	0.0%	\$0	0.00	\$0	0
0100-5-610-000-57300	Dues	\$15,020	\$12,486	\$626	\$11,860	1895.1%	\$2,534	13,354.00	-\$868	-7.0%
0100-5-610-000-54220	Office Supplies	\$3,545	\$871	\$148	\$724	489.8%	\$2,674	983.00	-\$112	-12.8%
0100-5-610-000-55100	Educational Supplies	\$67,000	\$7,324	\$2,792	\$4,532	162.3%	\$59,676	2,651.00	\$4,673	63.8%
Total		\$393,256	\$52,043	\$16,419	\$35,624	217.0%	\$341,213	\$37,402	\$14,641	28.1%

includes payroll dated August 7, 2013
 includes payables dated August 16, 2013