

Board of Trustees of the Southborough Library

Minutes of Special Board Meeting

September 17, 2013

Chair Jane Smith called the meeting to order at 6:15 PM.

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

Director Jane Cain is waiting on data from Friends and other sources and will then send the State Aid Financial Report and Compliance Report. She also needs to finish the MAR correction for MBLC with respect to utilities billing changes.

The teen/tween grant is almost used up. There is \$45\$ outstanding for a backordered shelving unit and \$750 remains to be spent. The report is almost done for this year and another needs to be written next year as a "look back". Jane Cain feels that the area is being used as she sees "new" faces.

Collection policy was discussed. It is currently very long and detailed. Jane Smith requests a shorter version be created for the public's benefit.

BOT is very pleased with how the new front walkway looks. BOT discussed the rest of the overgrown shrubbery, and determined that what is easiest for DPW to do would be the best course. Area needs to be regraded and most of the shrubbery will likely be removed. DPW will be consulted as to whether to replant smaller plantings this fall or wait till spring.

Jane Cain reported that there continues to be issues with the phone lines and the internet. She is going to continue to follow up.

Action Items:

- Jane Cain to finish MAR correction
- Jane Cain to finish State Aid Financial and Compliance reports
- Jane Cain to finish Tween/Teen grant report
- Nicole De Bonet to edit draft of Jane Cain's goals, adding dates for goals to be achieved

Attached Documents:

- Director's Report

Meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees

Director's Report

August 9, 2013 – September 12, 2013

FY14 Expenses: I reconciled July and August 2013 expenses w/Heidi Kriger this week, and all expenses are recorded correctly and we are on target. If educational supplies seems low, there is a large magazine order being processed that will bring the figure in line.

FT Salary line: I also met w/Heidi K to agree on a figure for the add'l funding needed to accommodate the adjustment to FT employee increases that were not allowed when we wrote up departmental FY14 budgets last November. There will be a vote at Special Town Meeting (STM) October 7 with one figure to accommodate all Town employees who are in this category, when SEIU contract dissolved and employees became SAP members. The money will come from the general fund.

Staffing/Training: Sr. Library Assistant position will also be voted on at STM: Grade III, hourly schedule. Pay rate change will be covered by the adjustment described above.

There will be in-house training (a webinar) on content management for our new library website on Tuesday, Sept. 24 and Naomi, Barbara, Kim and I will attend.

One book-One School-One community: August 20, 7:00 p.m., a community discussion at the Library brought in fewer than 10 people: Never Fall Down, Patricia McCormick's book. A documentary movie at the Sbro Senior Center and at the Library, and at two locations in Northborough in September describes the life of the protagonist in the book. Naomi has submitted recommendations of three titles for next year's One-Book team to consider.

Facilities: Ongoing dialog among Facilities, Verizon and Custom Alarm regarding the extra alarm line we had installed last year, and whether or not it was done correctly. The problem remains: occasional heavy static on our main line, sometimes a disconnect. Please use 508-485-0304 to contact the Library. There was diagnostic work done on the Library roof during the week of September 2; Phil shared estimates that we can review and discuss.

Targeting the next 3-day weekend for Carpet Cleaning (Oct. 12). Comparing quotes from two vendors.

Technology: Chris McGinn has been in contact w/CWMARS to troubleshoot frequent problems with our internet connection. There will be a meeting here September 18 (CWMARS technicians will attend) to discuss issues.

Library's **web page** redesign still in progress – we have provided feedback to vendor and await 2nd round layout..

Another "SAVE THE DATE": Mass Library System is holding a workshop/roundtable on "how to organize a Legislative Breakfast," on October 1. 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, Wed., Sept. 18, 7:30 p.m.

Author visit: The Outermost House – preservation on Cape Cod = Thurs., Sept. 19, 7:00 p.m.

Planning and Design Grant mandatory MBLC workshop, 10 am to 3 pm. Tuesday, September 24, 2013 at Maynard Public Library, 77 Nason St., Maynard, MA. Jane C., Jane S., Nicole to attend.

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

Genealogy Club, Thurs., Sept. 26, 7 p.m. Learning Genealogy online: YouTube & other sites

“How To” Hold a Legislative Breakfast, October 1, from 10 a.m. – noon, at Worcester Public Lib.

Special Town Meeting - Monday, October 7, 2013

Heritage Day – Monday, October 14, 2013; Friends Book Sale: 9:00 a.m. – 3:00 p.m.

“How to Write a Mystery” – Panel of three authors – Wed. Oct. 23, 7:00 p.m.

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

“This is How it Feels,” Surviving a Suicide Attempt, Craig Miller – Thurs., Nov. 14, 7:00 p.m.

Public Health Series/Southborough Business Network – Fall topics/dates TBD