

Board of Trustees of the Southborough Library

**Minutes of Regular Board Meeting**

November 20, 2013

Chair Jane Smith called the meeting to order at 6:05 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.

**Budget Discussion:**

Director Cain presented a budget for FY15 containing three columns: level funding, level services, and recommended. After much review, Trustee Wallace moved to accept level funding as is and level services budget as is with the addition of a promotion from Clerk to Library Assistant for one employee. The sentiment is that this employee, hired as a Clerk, has been doing the work of a Library Assistant and should be compensated as such.

Motion was unanimously accepted.

Trustees continue to review the “Recommended” budget column. It is currently not being used and needs to be removed before submission if a larger budget is not sought. Because of Jane Cain’s car accident and doctor’s orders to stay off her feet for two weeks, we have been given an extension on the budget. It is now due to the Town House by Dec. 16.

**New Business:**

Jane Cain announced her resignation as Library Director. She has accepted a job as library director in Yarmouth, MA. She submitted a letter of resignation, saying her last day would be Dec. 31, 2013. Her contract requires a 45-day notice but Trustees agreed to an end date of Dec. 31 rather than Jan. 4. This announcement will be made to staff tomorrow, and Children’s Librarian Kim Ivers will be asked to serve as interim Library Director for up to three months, a role she has filled before.

**Action Items:**

- All Trustees to review Library Director job descriptions on MBLC website and send ones (and parts of ones) they like to Trustees Budz and Smith
- Trustees Budz and Smith will take all descriptions and create final job description for posting (once it is approved by the Personnel Board).

Meeting was adjourned at 8:10 PM.

Respectfully submitted,

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Nicole De Bonet, Secretary  
Library Board of Trustees