

Southborough Library Board of Trustees  
Minutes of Board Meeting  
Friday, July 14, 2023  
Remote - Zoom Mediated

The meeting was called to order at 11:04 AM by Trustee Vice Chair, Jane Davis.

**ATTENDANCE:** Vice Chair Jane Davis, Trustees Janet Maney, Kim Regan, David Ekberg, Amy Yazdani. Also present: Library Director, Ryan Donovan. Not present: Marguerite Landry.

**Approval of Minutes**

The Trustees reviewed the minutes for the Board of Trustees meeting on June 9th, 2023. Trustee Yazdani made a motion to approve minutes as amended. Trustee Maney seconded the motion. Trustees Davis, Maney, Regan, Yazdani, and Ekberg voted in favor. Motion passed.

Director's Report

**FY 2023 Budget**

- FY23 spending is complete. An amount of \$0.04 was turned back in non-Salaries line items. Approximately \$13.5K was turned back in Salaries.
- It was not necessary to use the Mary Fay Fund in FY23 for materials.
- FY24 spending is beginning. We are paying initial annual bills for C/W MARS and several of the electronic resources / databases.

**Facilities / DPW**

Ryan has been in touch with Chris Leroy from DPW regarding the library parking lot. Chris is going to have members of the DPW highway team handle the patchwork as time allows. Discussion of repavement of the library parking lot ensued. The lot would most likely have to close during the repaving. The library is due for a carpet cleaning. Ryan will try to schedule it for a Friday at the end of the summer.

**Schedule**

Due to staff vacations, Ryan requested that the library remain closed on the Saturday during Labor Day weekend, September 2. The Trustees supported this recommendation. The library will reopen on Saturdays for the year on September 9.

**Job Listing**

The library will post the open job listings for Library Associate, now that another staff member, Alicia Winske, is resigning. The library is looking to hire 2-3 new part-time associates, primarily for evening and weekend coverage.

## **Open Forum**

Ryan is planning open forums to hold in August and September. Trustees can attend but should attend as library users / town residents vs. an official capacity. Per MBLC's suggestion, Ryan will not be present so that attendees feel comfortable providing feedback. Ryan is looking for a moderator and someone to take notes. Feedback may also be collected via filled out paper forms. Ryan would also like to make the survey available for August as well, to post for 3 months. Ryan requested feedback on survey questions by the 24th.

## **Expense Report**

\$18,500 in bills have been paid. The majority is for databases.

## **Library Facade Restoration Preservation Commission**

Ryan followed up with the town counsel. John Parent, the OPM, and the architects have been updated. The town counsel advised that a historical consultant complete the partial preservation restriction. Janet and Ryan hope to set up a follow up meeting.

## **Outreach**

A new public building survey, using the library's SurveyMonkey account, will launch in August. The survey will primarily be building-focused, but there will be room for a few service-related questions. Trustees can submit feedback on the draft of the survey to Ryan in the following week.

## **Community Exploration Committee**

Consultants are reviewing Finn School. No new information has been shared with the library.

## **Job Descriptions**

Ryan will begin work on updating the library job descriptions. He will start with the oldest descriptions first and ensure correct up-to-date titles are listed.

## **Southborough Garden**

The garden is working out well, with a high amount of biological diversity. However Freddie Gillespie has requested increased volunteers to maintain and improve the garden. The topic will be further discussed in August or at a later meeting.

## **Upcoming meetings and Events**

The Trustees will next meet August 18th at 12PM.

Trustee Ekberg made a motion to adjourn. Trustee Yazdani seconded the motion. Trustees Ekberg, Regan, Maney, and Yazdani voted to adjourn at 12:04 PM. Trustee Davis was absent.

Minutes prepared by Youth Services Librarian, Marianna Sorensen.

## **Director's Report** **July 14, 2023**

### **Budget**

- FY23 spending is complete. An amount of \$0.04 was turned back in non-Salaries line items. About \$13.5K was turned back in Salaries.
- It was not necessary to use the Mary Fay Fund in FY23 this fiscal year.
- FY24 spending is beginning. We are paying initial annual bills for C/W MARS and several of the electronic resources / databases.

### **Facilities / DPW / IT**

- I have been in touch with Chris Leroy from DPW regarding the library parking lot. Chris is going to have members of the DPW highway staff handle the repairs.
- I have also passed along the SPAC request for increased visibility in the library parking lot to Chris Leroy at DPW. He is going to look into the issue for us.
- Currently 2 of the 4 new computers from IT have been installed.
- The PCReservation Envisionware system for the public computers needs to be upgraded to a cloud-based system. We will coordinate the installation with C/W MARS. During the upgrade, public computers will be unavailable.

### **Programs & Outreach**

- The library is launching several ongoing programs over the summer for middle and high school students, including a middle grade book club with the Museum of Science focused on Mars. Other groups include a new environmentally-friendly Eco-Friends series, an ongoing Craft Club, a drop-in Chess program, and a new Design Lab series.
- Southborough Recreation is using space at the library to hold an open forum about a potential dog park on July 26, 2023 at 7:00 PM on the Main Floor.
- The first library expansion project open forum will take place in August with a date TBD, but most likely on a Wednesday evening. It will not be moderated by me.
- A new public survey, using the library's SurveyMonkey account, will launch in August. The survey will primarily be building-focused, but there will be room for a few service-related questions. Please send me any feedback on questions before the end of July.

### **Miscellaneous**

- The library's website update is progressing. Website training begins on Thursday, July 13<sup>th</sup> at 2:00 PM. Additional and follow up trainings will be scheduled in August.
- Kim and I are planning on hiring new part-time Library Associates in the early Fall.
- During the month of June, Kim and I were primarily focused on completing all library staff evaluations. These are all complete and have been turned in, and now subsequently approved, by the town's Personnel Board.

12 FY Month

**SOUTHBOROUGH LIBRARY FY2023 EXPENSE REPORT**

June 9, 2023

ACCOUNT NUMBER	DESCRIPTION	FY2023 APPROVED BUDGET	YTD FY2023			CURRENT BALANCE	
			ACTUAL	MTM BDGT	MTM VAR		MTM VAR %
0100-5-610-000-51100	Salaries (includes Longevity)	\$445,043	\$431,452.43	\$445,043	-\$13,591	-3.1%	\$13,590.57
0100-5-610-000-55100	Educational Supplies	\$82,076	\$82,075.97	\$82,076	\$0	0.0%	\$0.03
0100-5-610-000-57300	Dues	\$28,449	\$28,449.00	\$28,449	\$0	0.0%	\$0.00
0100-5-610-000-54220	Other Office Supplies	\$4,158	\$4,157.99	\$4,158	\$0	0.0%	\$0.01
0100-5-610-000-52540	Computer Equip, Maint	\$0	\$0.00	\$0	\$0	0.0%	\$0.00
0100-5-610-000-53500	Programming	\$5,000	\$5,000.00	\$5,000	\$0	0.0%	\$0.00
0100-5-610-000-52300	Water-Domestic	\$0	\$0.00	\$0	\$0	0.0%	\$0.00
0100-5-610-000-53070	Professional Development	\$1,075	\$1,075.00	\$1,075	\$0	0.0%	\$0.00
0100-5-610-000-57100	In-state Travel	\$450	\$450.00	\$450	\$0	0.0%	\$0.00
0100-5-610-000-55830	Subscriptions, Print & Electronic	\$21,437	\$21,437.00	\$21,437	\$0	0.0%	\$0.00
<b>Total</b>		<b>\$587,688</b>	<b>\$574,097.39</b>	<b>\$587,688</b>	<b>-\$13,591</b>		<b>\$13,590.61</b>