

Southborough Library Board of Trustees
Minutes of Board Meeting
Friday, August 25, 2023
Remote - Zoom Mediated

The meeting was called to order at 11:10 AM by Trustee Chair, Marguerite Landry.

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

Approval of Minutes

The Trustees reviewed the minutes for the Board of Trustees meeting on July 14th, 2023. Trustees Davis, Regan, Yazdani, and Ekberg voted in favor. Chair Landry abstained.

Director's Report

Challenges With Water

A small amount of water has come into the building twice this month. It is in the hallway where the everyday book sale near the entrance to the Eaton Meeting Room. All shelves in that hallway are on wheels and movable. It is at the lowest point in the building. John Parent originally thought storage containers outside could be a cause, but movement of the bins did not help during the second time the issue occurred. Parent is engaging with the vendor reviewing the foundation of the Senior Center about a possible free consultation about the library's foundation. John Parent will come for an informal visit and check for short-term recommendations. Further questioning about the library's foundation and possible expansion may be scheduled for a more in depth discussion.

Website & Desktop Upgrades

Import from the old to new website is almost finished. EventKeeper is being imported to the new website. The library is waiting to hear back from EventKeeper; Ryan may reach out to check in on the process.

The Town's IT team, Jay Montijo and Hassan Hammad, are reviewing the network infrastructure at the library, in particular staff computers. A systemic look and overhaul of the library's network infrastructure has never been completed; Upon review, Jay is suggesting an outside vendor come to the library, review the current setup, and present a new network infrastructure solution, which may be a part of a capital item in a construction grant or a separate new project. Envisionware will also be moved to a Cloud Based system, which will save the library a few hundred dollars, and work well in conjunction with an upgrade of library computers. Printers are not linked through the network, which further complicates the situation.

ARIS

The ARIS report has been filed. Vice Chair Jane Davis signed the ARIS report. Ryan can send it to Trustees or any interested parties upon request. Ryan is finishing the annual state financial report, which requires information from Prudence Webster from the Friends regarding funds spent by them on materials. John Parent, Brian Ballantine, Carla McAuliffe have provided this information for Ryan. Youth Services Marianna Sorensen provided much of ARIS circulation data, and Ryan completed staff information.

Library Associate Appointments

Four staff people have left the library in the past year, and one has been hired. Pages that have worked seasonally will be off starting the last week of August. An applicant pool of 15 people was narrowed to 6 people to interview, and 3 of whom have been selected for the role. The Library Associate position was mistakenly removed from the SAP. Ryan has brought this issue to the attention of the Personnel Board, the Assistant Town Administrator, and other parties. The minimum salary for the schedule a, grade 2 position is \$18.75, with a midpoint \$21.54. Ryan would like to start pay for new Library Associates at \$20. At Ryan's recommendation, Jane Davis made a motion to appoint Diane Wallace as a Library Associate in Schedule A, Grade 2 at \$20 an hour. Trustee Landry seconded. Trustees Landry, Regan, Davis, Ekberg, and Yazdani voted in favor. At Ryan's recommendation, Trustee Davis made a motion to appoint Jaime Hayes as a Library Associate in schedule a, grade 2 at \$20 an hour. Trustee Landry seconded. Trustees Landry, Regan, Davis, Ekberg, and Yazdani voted in favor. At Ryan's recommendation, Trustee Yazdani made a motion to appoint Deborah Moore as a Library Associate in schedule a, grade 2 at \$20 an hour Trustee Landry seconded. Trustees Landry, Regan, Davis, Ekberg, and Yazdani voted in favor. New library associates are due to start training in the next few weeks.

Library Facade Restoration Preservation Commission

Ryan has taken initiative to reach out to the contact at Preservation Worcester to provide guidance about the historical aspects of the restriction. The contact's name is Deborah Packard. The Town Counsel does not have the expertise to take over the local historical components; However legal review will still be necessary in the final stages. Ryan has confirmed with the construction specialist the library has a pending CPA project on the building's historical facade.

Community Exploration Committee

Ryan and Trustee Maney spoke with the consultants who reviewed Finn Elementary School. Finn would be the best secondary site for the library, but the location would only be an option once the schools decide their future plan.

Survey

The library has an ongoing online building survey. The library has received 100 responses, and is asking for more from the public. A printed version of the survey will be available at the main desk. The first library building open forum will be held on August 31st. The second forum will be Wednesday, September 27th. Feedback is accepted from all users of the building, regardless of residency.

Library Supervisor Description

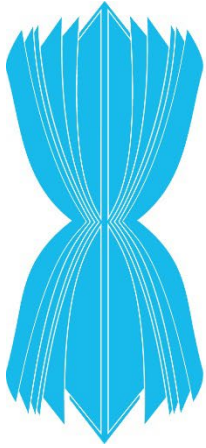
Trustees can submit feedback on the description to Ryan in the following month. The description was written more than ten years previously, and requires extensive review.

Upcoming meetings and Events

The Trustees will next meet September 15th at 12:00 PM.

Trustee Ekberg made a motion to adjourn. Trustee Davis seconded the motion. Trustees Ekberg, Regan, Landry, Davis and Yazdani voted to adjourn at 12:15 PM.

Minutes prepared by Youth Services Librarian, Marianna Sorensen.



SOUTHBOROUGH LIBRARY

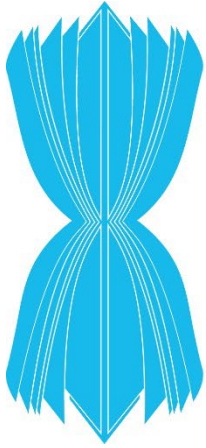
August 25, 2023

This letter is to confirm the appointment of the following individual:

Diane Wallace

to the weekly part-time position of **Library Associate** effective August 25, 2023. This individual's position is not expected to 9 hours per week. This issue was addressed, discussed, and approved by the Southborough Library's Board of Trustees at their meeting on August 25, 2023. The board accepted the Library Director Ryan Donovan's recommendation to appoint this individual with a pay rate of \$20.00 an hour under Schedule A, Grade 2 of the Town of Southborough's Salary Administration Plan. This pay rate is subject to approval by the town's Personnel Director / Town Administrator.

Ryan Donovan, Library Director



SOUTHBOROUGH LIBRARY

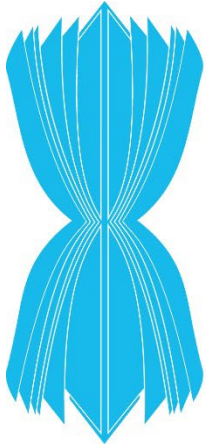
August 25, 2023

This letter is to confirm the appointment of the following individual:

Jamie Hayes

to the weekly part-time position of **Library Associate** effective August 25, 2023. This individual's position is not expected to 9 hours per week. This issue was addressed, discussed, and approved by the Southborough Library's Board of Trustees at their meeting on August 25, 2023. The board accepted the Library Director Ryan Donovan's recommendation to appoint this individual with a pay rate of \$20.00 an hour under Schedule A, Grade 2 of the Town of Southborough's Salary Administration Plan. This pay rate is subject to approval by the town's Personnel Director / Town Administrator.

Ryan Donovan, Library Director



SOUTHBOROUGH LIBRARY

August 25, 2023

This letter is to confirm the appointment of the following individual:

Deborah Moore

to the weekly part-time position of **Library Associate** effective August 25, 2023. This individual's position is not expected to 9 hours per week. This issue was addressed, discussed, and approved by the Southborough Library's Board of Trustees at their meeting on August 25, 2023. The board accepted the Library Director Ryan Donovan's recommendation to appoint this individual with a pay rate of \$20.00 an hour under Schedule A, Grade 2 of the Town of Southborough's Salary Administration Plan. This pay rate is subject to approval by the town's Personnel Director / Town Administrator.

Ryan Donovan, Library Director

JOB DESCRIPTION – LIBRARY SUPERVISOR – draft Margarite Landry Aug.

Position Title: Library Supervisor

Grade:

Duties:

Library Supervisor provides basic library services at front desk and throughout the library. Coordinates acquisition of library materials. Manages collections. Assists patrons in Circulation, and through readers' advisory services. Other duties, including technology, as required.

Supervision:

Library Supervisor works independently, under the general supervision of the Library Director. Library Supervisor may act on behalf of the Library Director when directed and as necessary.

Library Supervisor assists in review of existing policies and procedures, and in development of new policies and procedures.

Library Supervisor acts with appropriate judgment, discretion and professionalism in relation to confidential information.

Job Environment:

Library Supervisor undergoes on-the-job training. Performs tasks independently and establishes own work plan and priorities.

Library Supervisor interacts extensively with library patrons, town employees, and vendors, as well as community organizations.

Essential Functions:

Library Supervisor's functions and duties include, but are not limited to, the following:

Acquisitions: order materials in all formats for adults; discuss acquisitions with all departments to ensure library collection is optimal. Notify Library Director of needed library and office supplies. Process new acquisitions for circulation. Manage cataloguing of each acquisition.

Collections: maintain library's collection, including shelving, weeding and repair of materials. Consult with other Staff Librarians and Library Director concerning the above.

Data Management: support data management of bibliographic and circulation records.

Patron support: Provide assistance to patrons in all areas of the library. Assist patrons with use of all library materials and other library services.

Circulation desk: Register borrowers in accordance with library guidelines. Open, close and supervise the library facility as required. Oversee patron needs with overdue and lost materials.

Programming: Organize programs for adults. Work with Library Director on publicity. Produce publicity documents, eg, posters, flyers, press releases, including online media.

Supervisory Responsibility:

Library Supervisor oversees volunteers and library pages. Trains new pages and volunteers. Works with other staff to schedule shifts and assign duties to pages and volunteers.

Supervises library operations when Library Director, Assistant Library Director, and Youth Services Librarian are not present.

Minimum Qualifications Preferred:

Bachelor's Degree or 5 years equivalent experience. Library experience preferred. Competence in Microsoft Office and online, web-based, data management preferred. Basic knowledge of library operations and databases.

Ability to interact in positive, effective manner with the public, employees and local organizations. Ability to execute oral and written instructions. Ability to manage multiple tasks and customer relations. Strong computer skills, high comfort level with online resources, social networking and web-based data and communications.

Physical and Mental Requirements:

Work is performed in a library setting, subject to quiet to moderate noise, and near-constant interruptions. Hours can be variable, and include evening and/or Saturday hours. Good physical stamina is required. Up to two-thirds of time is spent standing, walking, sitting, stooping, or reaching with arms and hands. Employee is required to use hands to finger, handle or feel objects, and is required to talk or listen. Frequently the employee is required to lift up to 10 pounds, and occasionally up to 30 pounds. Specific visual abilities required include close vision and the ability to focus. [isn't this last sentence in violation of laws for Accessibility??]

Director's Report
August 25, 2023

Budget

- FY24 spending has commenced. A majority of the annual database fees have been paid.

Facilities / DPW / IT

- During the multiple rainstorms in Southborough in late July and August 2023, a limited amount of water has come into the building downstairs. The water is a small amount and is in the area we have had water intrusions in the past year. As far as can be determined from a visual assessment, this is most likely groundwater leaking in from the side of the building adjacent to the Eaton Room.
- IT is ready to start replacing the desktop computers. The first is scheduled for Thursday, August 24. Installation will be staggered to minimize disruption. We will use some of the newer library laptops as temporary desktop computers if needed.
- The Envisionware CloudNine upgrade is scheduled for Thursday, September 12. Public computers may be unavailable for a period of time during this update. It is likely that the LPTOne public printing will also be temporarily disrupted.

Annual State Paperwork

- I filed the Annual Report Information Survey (ARIS) for the Southborough Library on Monday, August 14. Copies of the most recent ARIS are available upon request.
- I have begun work on the annual Financial Report which also is filed each year with the MBLC. The due date on the Financial Report is October 6, 2023.

Programs

- A new community led book group called the 'Reading Roundtable' will be led by local residents Eva and Penni. It will take place on the second Tuesday of each month.
- The next Mobile Blood Drive has been scheduled for September 20.

Miscellaneous

- I am still working with the library's vendor PiperWebs on the new website. Since many sites are updating to the new content management system, this process has been taking longer than initially expected. Library staff are beginning to work on new content.
- Kim is planning to apply for the Southborough Community Fund, most likely with a revised and updated version of a graphic novel workshop with vendor Jonathan Todd.



2 FY Month

SOUTHBOROUGH LIBRARY FY2024 EXPENSE REPORT

August 25, 2023

ACCOUNT NUMBER	DESCRIPTION	FY2024 APPROVED BUDGET	YTD FY2024				CURRENT BALANCE
			ACTUAL	MTM BDGT	MTM VAR	MTM VAR %	
0100-5-610-000-51100	Salaries (includes Longevity)	\$477,540	\$67,105.48	\$79,590	-\$12,485	-15.7%	\$410,434.52
0100-5-610-000-55100	Educational Supplies	\$86,464	\$12,907.32	\$14,411	-\$1,503	-10.4%	\$73,556.68
0100-5-610-000-57300	Dues	\$28,952	\$23,638.33	\$4,825	\$18,813	389.9%	\$5,313.67
0100-5-610-000-54220	Other Office Supplies	\$4,324	\$52.06	\$721	-\$669	-92.8%	\$4,271.94
0100-5-610-000-52540	Computer Equip, Maint	\$0	\$0.00	\$0	\$0	0.0%	\$0.00
0100-5-610-000-53500	Programming	\$5,200	\$100.00	\$867	-\$767	-88.5%	\$5,100.00
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	\$0.00	\$179	-\$179	-100.0%	\$1,075.00
0100-5-610-000-57100	In-state Travel	\$450	\$0.00	\$75	-\$75	-100.0%	\$450.00
0100-5-610-000-55830	Subscriptions, Print & Electronic	\$20,442	\$15,033.86	\$3,407	\$11,627	341.3%	\$5,408.14
Total		\$624,447	\$118,837.05	\$104,075	\$14,763		\$505,609.95