

Southborough Library Board of Trustees
Minutes of Board Meeting
Friday, September 15, 2023
Remote - Zoom Mediated

The meeting was called to order at 11:02 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: Chair Marguerite Landry.

Approval of Minutes

Trustee Yazdani made a motion to accept the minutes for the Board of Trustees meeting on July 14th, 2023. Trustee Regan seconded. Trustees Davis, Regan, Yazdani, and Ekberg voted in favor. Trustee Maney abstained. Motion passed.

Trustee Yazdani made a motion to accept the minutes for the Board of Trustees meeting on August 25th, 2023. Trustee Regan seconded. Trustees Davis, Regan, Yazdani, and Ekberg voted in favor. Trustee Maney abstained. Motion passed.

Director's Report

LSTA Grant

All funds have been spent in the LSTA grant. The last funds were used for ink for printing flyers. The remaining program is pickling.

Computers

The majority of Envisionware public computers have been upgraded. The Deep Freeze software designed to wipe patron data was not functioning correctly previously. The Town's IT team, Jay Montijo and Hassan Hammad have been working to fix that. Three computers are now functioning correctly. Deep freeze has been reenabled, and computers reboot between patron uses. Due to one computer being unable to be "thawed" from Deep Freeze to update, it has been temporarily moved to the Children's Room with an "out of order" sign. A different computer is unable to maintain the internet browser option, which also requires disabling the Deep Freeze software. The printer still uses a separate desktop client provided by C/W MARS, so printing was not affected by the change to Envisionware cloud-based system.

Water Issues

No new water issues have developed. The carpet was saturated post-cleaning, however, which required industrial fans and signs in the Children's Room. John Parent has been made aware of this to consider next year.

Grounds

The wasp nest has been removed by DPW. Assistant Director Kim Ivers is working on a new Story Walk exhibit. The outdoor chess set will stay up through Heritage Day.

Financial Report

Prudence Webster has provided financial Friends data. Summer Reading data will be entered with input from Marianna and Kim.

Friends Sale

The library has begun accepting book donations for the Heritage Day Book Sale. Friends are contributing, however they are also looking for volunteers to assist on the day of.

Website

Ryan's goal is to have the upgraded website launched by Heritage Day.

Grants

Kim has submitted a large grant for community fund for a new iteration of her graphic novel workshop. The town reviewed cash turnovers at the end of the previous fiscal year; the library's turnover was from the Salaries line item, due in large part to both part-time staff attrition and time off.

Library Facade Restoration Preservation Commission

Ryan has been in communication with Town Administrator Mark Purple. A request has been sent to Deborah Packard with Preservation Worcester to see if she can assist with the partial preservation restriction. An initial draft has been developed, however the town counsel advises hiring a historical consultant to complete the document. Janet and Ryan would like to hear back from Deborah and her team before taking any further action. The Town may consider working with Preservation Worcester on the Town House preservation restriction.

Community Exploration Committee

Consultants reviewed Finn Elementary School with input from the town. Jason Malinowski is scheduling a meeting with possible partners.

Massachusetts Library Construction Program

To date, the library has received 139 completed building surveys. Information is being handed out in bookmark-form for holds, online through social media and the website, and at the public service desks. The next forum will be September 27th. The last forum was attended by 7 people

with a robust discussion. A virtual program is being discussed for early to mid October. After that, the survey will most likely wind down and close. Ryan plans to publish a report with raw data of information that's been shared.

Job Descriptions

Ryan found out at the Department Head meeting, Melanie Otsuka and Vanessa Hale are correcting the format on job descriptions. Work from library employees will continue when the reformatted draft is submitted.

Meeting Time

Ryan led discussion of new meeting time. Meetings will now be at 6:30 PM on Thursday once a month. The next trustee meeting will be on October 12th at 6:30 PM.

Upcoming meetings and Events

Trustee Yazdani made a motion to adjourn. Trustee Regan seconded the motion. Trustees Ekberg, Regan, Maney, Davis and Yazdani voted to adjourn at 12:00 PM.

Minutes prepared by Youth Services Librarian, Marianna Sorensen.

Director's Report
Sept. 15, 2023

Budget

- FY24 spending is continuing. Currently, there is \$557.70 left in the LSTA grant.

Facilities / DPW / IT

- The IT department has worked with C/W MARS to upgrade the Envisionware server to the CloudNine version. This upgrade is still somewhat in progress, as 2 of the computers still need attention. DeepFreeze is confirmed to be working.
- The 2 staff desktop machines still need be installed at the main circulation desk.
- DPW assisted with a large tree branch that fell in front of the third exhibit piece of the outdoor story walk. The library staff can now access it to update it.
- DPW also removed a hornet's nest from the front of the library, in the ground adjacent to the oversized outdoor chess set.

Annual State Paperwork

- The annual Financial Report is almost complete. In addition to financial information, it asks for final summer reading statistics which Kim, Marianna, and I are still compiling. The due date on the Financial Report is October 6, 2023.

Programs

- The Friends of the Southborough Library are planning out the Heritage Day Book Sale on Monday, October 9. Diana Tremblay is looking for volunteers for the sale.
- The first community led book group: the 'Reading Roundtable' was very successful. There 14 attendees at the club. Eva said many people are excited about more sessions.
- A Perky Pairing - The coffee and chocolate program had 19 people in attendance.
- The cyber security workshop from Matt Probst at the MTC had 4 people in attendance. Matt has offered to do additional workshops on technology in the future
- The next Mobile Blood Drive will take place on September 20.

Miscellaneous

- We are in the final stages of integrating the EventKeeper platform on the new website. It is now live on the new event page, but not yet on the main page. We are hoping to launch the new website prior to the Friends' Heritage Day Book Sale, possible sooner.
- Kim has applied to the Southborough Community Fund for a new version of the summer graphic novel workshop. The amount submitted was just over \$7,000.



3 FY Month

SOUTHBOROUGH LIBRARY FY2024 EXPENSE REPORT

September 15, 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	\$83,824.38	\$119,385	-\$35,561	-29.8%	\$393,715.62
0100-5-610-000-55100	Educational Supplies	\$86,464	\$14,859.49	\$21,616	-\$6,757	-31.3%	\$71,604.51
0100-5-610-000-57300	Dues	\$28,952	\$23,638.33	\$7,238	\$16,400	226.6%	\$5,313.67
0100-5-610-000-54220	Other Office Supplies	\$4,324	\$52.06	\$1,081	-\$1,029	-95.2%	\$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	\$1,300	-\$1,200	-92.3%	\$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	\$269	-\$269	-100.0%	\$1,075.00
0100-5-610-000-57100	In-state Travel	\$450	\$0.00	\$113	-\$113	-100.0%	\$450.00
0100-5-610-000-55830	Subscriptions, Print & Electronic	\$20,442	\$15,308.86	\$5,111	\$10,198	199.6%	\$5,133.14
Total		\$624,447	\$137,783.12	\$156,112	-\$18,329		\$486,663.88

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??]