

Southborough Library Board of Trustees
Minutes of Board Meeting
Friday, January 13, 2023
Remote - Zoom Mediated

The meeting was called to order at 11:04am by Chair, Marguerite Landry.

ATTENDANCE: Chair, Marguerite Landry; Trustees David Ekberg, Janet Maney, Kim Regan, Jane Davis, and Amy Yazdani. Also present: Library Director, Ryan Donovan, and Westborough Library Trustee Bill Linnane

Approval of Minutes

The Trustees reviewed the minutes for the Board of Trustees meeting on December 16th. Trustee Ekberg made a motion to approve minutes. Trustee Yazdani seconded the motion. Trustees, Maney, Landry, Regan, Ekberg, and Yazdani voted in favor. Motion passed. Trustee Davis was absent for the vote.

Ryan will send out a draft of minutes in a week ahead of the next meeting, and trustees will try to send feedback within 3 days ahead of the next Trustees Meeting.

DIRECTOR'S REPORT

Library Space Use

The trailer that was abandoned in the library parking lot, has been removed. There is now an area for the Mobile Blood Drive van to park for the next blood drive happening February 9th. Girl Scout cookies cannot be sold on library property. Ryan brought up a recent inquiry from a former resident about displaying a quilt and selling raffle tickets at the library. The Trustees advised to not allow it and to make a draft of a solicitation policy.

Website Upgrade

Ryan is scheduling a website upgrade meeting with the library's website providers.

SOLF

The library is working to schedule a program in March with Sally Watters from SOLF regarding coyotes.

History Collection Training

Full-Time Library Supervisors and the Library Assistant will attend a training on cataloging historical items.

Library Staff Titles

Ryan will update formal staff titles of "library supervisor" rather than senior library assistant on the library's website.

Native Plant Garden

The group working on the library's native plant garden, under Freddie Gillespie, has chosen to maintain the existing garden, rather than expanding the outdoor space at this time. For this reason, they will not be applying for a CPC grant this year.

Friends Meeting

The Friends of the Library are in the process of setting up a PayPal account. They are looking into applications for PayPal, including account maintenance fees, membership dues, and book sales.

EXPENSE REPORT

Updated Dates

Ryan will ensure budgets sent to Trustees have the accurate FY 2023 title, after having been notified of inaccurate FY 2022 headings.

Library Supervisor Reclassification

Monday, January 9th the Personnel Board meeting discussed regrading and renaming the Senior Library Position to Library Supervisor, after the Collins Center reviewed the roles and salaries. The reclassification and renaming was approved by the Southborough Personnel Board. Ryan recommended the Trustees vote on renaming the position "Senior Library Assistant" to "Library Supervisor" and to move Leah Selleck and Carol Logan from Schedule A, Grade 3, to Schedule A, Grade 4. Trustee Landry made a motion to approve moving "Senior Library Assistant" to "Library Supervisor" effective July 1st, 2023. Trustee Yazdani seconded. Trustees Landry, Maney, Davis, Regan, Yazdani and Ekberg voted in favor. Motion passed. Trustee Landry made a motion to rename the Schedule A, Grade 3 Senior Library Assistant to Schedule A, Grade 4 Library Supervisor. Trustee Yazdani seconded. Trustees Landry, Yazdani, Regan, Ekberg, Davis, and Maney voted in favor. Motion passed.

Privacy & Security Camera Policies

A member of the town's Capital Planning Committee requested a security camera policy be in place before capital funding be allocated to purchase security cameras. Ryan requested other libraries share their security camera policy. Southborough will use a revised version of Grafton Library's security camera policy adapted for Southborough use. Southborough Library would have at least 2 security cameras at the 2 main entrances. The Springfield Public Library sent a draft of their privacy policy that Ryan reviewed and revised as a companion policy. Staff feedback, in particular of Assistant Library Director Kim Ivers, was sought and provided. The policies were revised based on feedback from library staff. Trustee Ekberg made a motion to approve the security camera policy as amended. Trustee Yazdani seconded. Trustees Landry, Ekberg, Maney, Regan, and Yazdani voted in favor. Motion passed. Trustee Ekberg made a motion to approve the privacy policy as amended. Trustee Yazdani seconded. Trustee Landry, Ekberg, Maney, Regan, and Yazdani voted in favor. Motion passed.

Library Associate Open Position

Ryan is scheduling 6 interviews in the upcoming week for filling the Library Associate position. Assistant Library Director Kim Ivers and Assistant Town Administrator Vanessa Hale will perform the interview with Ryan. Ryan may request a special meeting to approve the candidates. Ryan will keep the Trustees informed

Facade Restoration [continued]

Lynne Spencer provided drawings of the library's architecture. Ryan is still scheduled to meet with John Parent with Trustee Maney regarding concerns from the Facilities Dept. about the partial preservation restriction. This includes specific language regarding insurance liability.

Westborough Library Renovation

Bill Linnane is a Westborough Library Trustee who presented the process Westborough Library has been through to renovate their library. Linnane highlighted the necessity of making the entire town population aware of the library project.

Upcoming Meetings & Events

The Trustees will next meet February 17th. The Advisory Committee will meet January 28th.

Trustee Landry made a motion to adjourn. Trustee Maney seconded the motion. Trustees Ekberg, Landry, Maney, and Regan, voted to adjourn at 1:02 PM. Trustees Yazdani and Davis were absent.

Minutes prepared by Youth Services Librarian, Marianna Sorensen.