

Southborough Library Board of Trustees
Minutes of Board Meeting
Friday, February 17, 2023
Remote - Zoom Mediated

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

ATTENDANCE: Chair, Marguerite Landry; Trustees David Ekberg, Janet Maney, Jane Davis, and Amy Yazdani. Also present: Library Director, Ryan Donovan and Select Board member Sam Stivers. Trustee Kim Regan was absent.

Approval of Minutes

The Trustees reviewed the minutes for the Board of Trustees meeting on January 13, 2023. Trustee Ekberg made a motion to approve minutes. Trustee Davis seconded the motion. Trustees Maney, Landry, Davis, Ekberg, and Yazdani voted in favor. Motion passed.

DIRECTOR'S REPORT

Red Cross Donation Bin

A request for a Red Cross Donation Bin to collect items for victims of the earthquakes in Turkey. This request came from resident Jane Osborne who contacted Katie Barry and John Parent from the town for a donation bin on municipal property. The library was suggested as a popular location in town, and a site people visit frequently that would potentially be convenient. The bin would be set up at earliest after February break. Ryan would take pictures to assist in publicity of the development. The trustees were unanimously supportive of the Red Cross bin, with the operational details to be worked out under Ryan's perview.

EXPENSE REPORT

The library's expenses are progressing as expected. Ryan made an error charging a \$5.38 bill to the wrong line item. The town accountant did an intergovernmental transfer, to move the charge to the correct line item. Trustee Jane Davis signed off on the paperwork..

FY24 Budget Revision

A pay increase in the salaries line will occur due to the reclassification of the Library Supervisor positions. Subscriptions also slightly increased, and Educational Supplies will increase slightly to include purchasing the very popular Vox books for the Children's Room. The Vox books are now stored on a cleared shelf in the Children's Picture Book area. This revised FY24 budget now has an increase of 6.25%. Trustee Yazdani made a motion to approve, Trustee Ekberg seconded. Trustees Landry, Ekberg, Davis, Yazdani, and Maney voted in favor. Motion passed.

Ground Floor Leak

On 01/20/23, a leak was noticed on the ground floor between the Children's Room and Eaton Room where the Everyday book sale carts are located. The water intrusion did not appear significant, and further investigation would require exterior excavation. At this point, no further action is warranted. After discussing with facilities Director John Parent, Ryan and Assistant Library Director Kim Ivers will keep an eye on the area and escalate as necessary.

Library Door

On 02/09/23, the side door aka 'the parking lot entrance' was not working as of Thursday evening. There was operational disruption Friday, Saturday Monday and Tuesday; The broken piece was replaced the following Wednesday 02/15/23. The door is now operational.

Programs Update

A major upcoming program is the Books in Bloom in collaboration with Southborough Gardeners opening on the evening of April 13th. Southborough Cultural Arts Council awarded a grant of \$325 to the library for an adult program. Ryan will stop by their upcoming event to thank them for the awarded grant. Fire Chief Achilles, who is on SCAC, will be present there. It was noted by Ryan that Chief Achilles assisted patrons who used the library as a location when there was a recent power outage and assisted in scheduling AED training for library staff.

Solicitation

Ryan has inquired with other library's about solicitation policies. Most libraries do not allow it in any form.

Facade Restoration [continued]

Ryan and Trustee Maney have compiled the necessary information. Ryan will review and revise the notes and send the document to Trustee Maney.

MBLC Construction Grant Meeting

Ryan went over the revised Massachusetts Public Library Construction Program, after attending a virtual training. The Trustees must discuss whether they want to submit a letter of intent, which must be filed with the state, if the library intends to have the option of grant funding. It is a requirement that there is a designated municipal official to attend meetings, which would be decided in future. A letter of intent must be filed at the end of April to subsequently apply for construction grant funding. If no letter of intent is filed, then the library would not be able to apply for construction funding in this cycle. Filing a letter of intent does not obligate the library to apply for construction grant funding. Trustee Yazdani made a motion to request Ryan write a letter of intent. Trustee Maney Seconded. Trustees Landry, Ekberg, Davis, Yazdani, and Maney voted in favor. Motion passed.

Community Center Exploratory Committee

Trustee Maney and Ryan attended the inaugural meeting of the Community Center Exploratory Committee. This group is charged with looking at and potentially making recommendations for space needs for several departments, including the library, recreation, and the senior center.

Staff Appreciation Week

National Library Appreciation Week will occur the week of April 16th. Trustees will offer a range of events. Methods of collecting positive public feedback are being brainstormed.

Town Meeting Handout & Presentation

Ryan suggested using the recently designed Southborough Library info trifold for Town Meeting. Ryan will present some slides featuring library statistics, and will show the Trustees a draft by the next Trustee meeting.

Upcoming meetings and Events

The Trustees will next meet March 10th.

Trustee Ekberg made a motion to adjourn. Trustee Davis seconded the motion. Trustees Ekberg, Landry, Maney, and Davis, voted to adjourn at 12:37 PM. Trustees Yazdani and Regan were absent.

Minutes prepared by Youth Services Librarian, Marianna Sorensen.