

Marlborough Public Library Board of Trustees
Meeting Minutes

May 5, 2017
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Rustin Kyle at 7:12pm

Board Members Present: Tom Abel, Karen Bento, Nena Bloomquist, William Brewin, Ray Johnson, Rustin Kyle, Janice Merk, and Robyn Ripley

Also Present: Margaret Cardello, Library Director and Morgan Manzella, Assistant Library Director

Absent: Ray Hale

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the April 4th meeting was passed (Abel/Bloomquist).*

2. **Trust Fund Reports:** *A motion was passed to approve the Trust Fund Reports for March (Abel/Brewin).*

3. **Director's Report:** (see attached for more details)
 - Upon filling the Cataloger/Head of Technical Services position, the library will finally be fully staffed. However, this will not last as at least one PT position will be leaving upon finishing their MLS degree.
 - There are 4 remaining items that need to be done before the grant can be considered complete and must be done by June 17:
 - City Council approval of the grant application
 - Approval of the preliminary schematic design by City Council
 - A signed Purchase & Sale on the West Main Street property
 - Local historical commission approval of the removal of buildings around the library.
 - City Council has the library project on their agenda for May 8 and will most likely forward it for consideration by the Finance Committee. Finance will meet on either May 15, 16, or 17.
 - The FY18 budget has been approved as of April 26.

4. **Committee Reports:**

- Foundation:
 - A pledge card has been created for the "Friends & Family" campaign.
 - A "case for support" is currently being developed.
 - An "infograph" with key data points about the library is also being created to educate people quickly and visually about the library and its services.
- Friends: (see attached report for detailed information)
 - The Annual Book and Bake Sale earned \$1,755 and \$326, respectively.
 - The Friends Annual Meeting will be on Wednesday, June 7th.

5. **Old Business:**

- Scholarships: Heather Wing, Nathaniel Stemple, Danka Sotelo were presented with certificates just prior to the trustee's meeting tonight.

6. **New Business:**

- None

7. **Adjournment:** *A motion to adjourn passed at 8:53 (Brewin/Johnson).*

Minutes submitted by Secretary Robyn Ripley.