

Marlborough Public Library Board of Trustees
Meeting Minutes

September 5, 2017
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Rustin Kyle at 7:05pm

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

Also Present: Margaret Cardello, Library Director

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the June meeting was passed (Hale/Merck).*

2. **Trust Fund Reports:** *A motion was passed to approve the Trust Fund Reports for June, July, and August of 2017 (Bloomquist/Ripley).*

3. **Director's Report:** (see attached for more details)
 - The library has received approval to begin hiring temporary workers on its own from a small pool contracted workers. Dave Brumby was helpful in developing a contract to hire these temp workers directly which will allow our salary money to go further than using Bibliotemps which charges a healthy fee.
 - A new long range plan for the library is needed as our current one expires this year. A new plan needs to be filed with the MBLC in early October in order to stay eligible for the building grant. A draft will be ready for the trustees' review and approval at the October meeting.
 - The Children's Department participated in Project Bread's summer lunch program and it was a huge success. The first run of this type of program had 40 children participating.

4. **Committee Reports:**
 - Foundation:
 - A new printed "Case for Support" portfolio is completed.
 - The Administrative Assistant for the Foundation has left the position.
 - The Foundation will have a booth at the Heritage Festival to spread community awareness and promote fundraising efforts.

- Friends: (see attached report for detailed information)
 - The Book and Bake Sale will be Saturday, September 30th.

5. Old Business:

- None

6. New Business:

- A Lost & Found Policy has been drafted to deal with personal items that get left behind in the library. *A motion to approve the new Lost & Found Policy with slight modification was passed (Hale/Brewin).*
- The library would like to apply for a grant from the Brigham Family Trust that would allow the purchase of a new ScanPro 3000 Microfilm Scanner (\$8,655.00). *A motion to approve the grant application to the Brigham Family Trust was passed (Ripley/Bloomquist).*

7. Adjournment: *A motion to adjourn passed at 7:48 (Abel/Bento).*

Minutes submitted by Secretary Robyn Ripley.