

Marlborough Public Library Board of Trustees
Meeting Minutes

January 5, 2016
Bigelow Auditorium, Marlborough Public Library

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

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

Also Present: Margaret Cardello, Library Director; Jason Homer, Assistant Director; and John Irish, City Councilor.

Absent: none

Proceedings:

1. **Minutes:** A motion to approve the meeting minutes from the December 1st meeting was passed (Hale/Johnson).
2. **Trust Fund Reports:** A motion to approve the Trust Fund Reports for December was passed (Hale/Johnson).
3. **Director's Report:** (see attached for more details)
 - It is proving difficult to maintain consistent staffing with a pay rate that is less than competitive, specifically the various "clerk" positions. Margaret is looking into how much it would cost to increase the pay rate for several of these positions within the library.
 - Phase One of the new logo is being rolled out now with uniform signage throughout the building and a new look for program announcements and the newsletter. The goal is for a professional look that is maintained throughout the library and all of its communications.
 - A draft brochure about the library's plan to update and/or build is in development. The community is curious about future plans and a brochure to help explain the grant and building process will help spread the word and build support.
4. **Committee Reports:**
 - Foundation:
 - The next Foundation meeting is January 21st at 6:30. An agenda is being developed and should be out soon. Please continue to invite any interested people to the next meeting.
 - Friends:
 - See Attached

- Brigham Family Trust
 - Ray Johnson is the appointed representative of the Library Board of Trustees and reported on the grants awarded to various community programs by the Trust, including a grant to the Friends.

5. Old Business:

- Building Committee
 - Need to get this committee up and running fairly quickly in order to create an RFQ to hire a project manager. Still awaiting nominations to the committee from the mayor and the City Council President. Margaret will request a meeting with the mayor in the next month to move the process along.
 - The Building Program will need to be re-submitted in order to adjust the size down. The original request came in too big at over 50,000 square feet. Margaret and her staff went over the plan again and was able to adjust it down to about 42,000 square feet which is more in line with a community our size. This adjustment is considered a formality and will not in any way impact the project or the time line.
- Trustee Vacancy
 - Margaret has reached out to a couple of people but both declined the opportunity. Rustin will reach out to the Mayor to see if he has anyone he'd like to appoint as Trustee.
- Patron with substantial overdue items
 - Still no response as of yet.
- Video equipment
 - Margaret is still awaiting confirmation that John Ghiloni will purchase the video equipment that the library is unable to install.

6. New Business:

- City Department Head Salary Increases
 - The issue of increasing Department Head salaries was tabled by City Council last session. It should be up again after the new Finance Committee is established, sometime in February. It would be beneficial to have the Library Director salary up to competitive standards. Board members are urged to contact their city councilors on the matter.

- Officer elections
 - This meeting constitutes the board's annual meeting and a motion to renew the current slate of officers for one more year was passed (Merk/Abel).
 - ..1. Rustin Kyle – Chair
 - ..2. Raymond Hale – Vice-Chair
 - ..3. Willian Brewin – Treasurer
 - ..4. Robyn Ripley - Secretary

7. **Adjournment:** A motion to adjourn passed at 8:38pm (Johnson/Kyle).

Minutes submitted by Secretary, Robyn Ripley.