

Marlborough Public Library Board of Trustees
Meeting Minutes

February 2, 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, Rustin Kyle, Janice Merk, and Robyn Ripley

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

Absent: Ray Hale

Proceedings:

1. **Minutes:** A motion to approve the meeting minutes from the January 5th meeting was passed (Abel/Bloomquist).
2. **Trust Fund Reports:** A motion to approve the Trust Fund Reports for January was passed (Bloomquist/Ripley).
3. **Director's Report:** (see attached for more details)
 - Margaret is meeting weekly with Dave Brumby in personnel regarding library staff salaries. They are starting with the part time clerk positions which are of the most concern and moving on from there.
 - Margaret will be on vacation February 12th through 28th. Jason will forward the materials for the Trustees' March meeting.
4. **Committee Reports:**
 - Foundation:
 - The Foundation meeting on January 26th was well attended with over 20 people.
 - The by-laws may need to be amended to accommodate new membership of the Foundation.
 - Next steps include finding people who have the aptitude for publicity or consider hiring someone.
 - Friends:
 - See Attached.
 - The Julia Child program was particularly well attended and quite entertaining.

5. Old Business:

- Building Committee
 - The Mayor's Office still working on getting a candidate for the committee. Time is getting short so the committee will be forming and meeting March 10th (after Margaret's vacation).
 - One of the first priorities is to hire a project manager. Margaret is moving forward with creating an RFQ and will be meeting with Beverly Sleeper, the Chief Procurement Officer, to go over it.
- Reference Room
 - Margaret and Jason have worked up a proposal which will allow the room to be utilized for staff programming as well as a quiet area (see attached). To save money, the carpenter will build cabinetry for only 2/3 of the north wall instead of the entire wall. This makes the project come in at \$13,200. A motion to approve the allocation of funds from the O'Connell Fund(\$5,000) and State Aid (\$3,200) was approved (Brewin/Johnson). The remaining \$5,000 will come from the DCU donation as previously agreed at the Trustee's November meeting (11/3/2015).
 - The existing cabinets which do not work well for browsing materials will be stored with the city.
- Trustee Vacancy
 - Rustin contacted the Mayor's Office to see if he has anyone he'd like to appoint as Trustee. Nena Bloomquist has reached out to a local Marlborough High School teacher who may also be interested.

6. New Business:

- Draft Emergency Manual
 - Margaret and Jason have been working on a manual for staff on emergency procedures. It is still a work in progress but will be very beneficial for staff to review on an annual basis.
- Trustee Scholarship
 - (see attached) A motion to approve the essay question for the 2016 scholarship competition was approved (Bloomquist/Ripley).
- Mayor's Charity Ball
 - The ball is scheduled for April 2nd. Purchase of a table for the Library Trustees was discussed.

7. **Adjournment:** A motion to adjourn passed at 8:29pm (Johnson/Bloomquist).

Minutes submitted by Secretary, Robyn Ripley.