

Marlborough Public Library Board of Trustees
Meeting Minutes

March 1, 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, Ray Hale, Raymond Johnson, Rustin Kyle, Janice Merk, and Robyn Ripley

Also Present: Margaret Cardello, Library Director; Jason Homer, Assistant Director; and Karen Bento, Marlborough High School teacher interested in joining the Board of Trustees

Absent: None

Proceedings:

1. **Minutes:** A motion to approve the meeting minutes from the February 2nd meeting was passed (Bloomquist/Merk).
2. **Trust Fund Reports:** A motion was passed to approve the Trust Fund Reports for February (Brewin/Bloomquist).
3. **Assistant Director's Report:** (see attached for more details)
 - Lori Galvin, former Children's Room Librarian recently passed away and over \$200 in donations have been made in her name for the Children's Room.

-- A motion to adjourn to hold a brief meeting of the Marlborough Public Library Foundation was passed (Johnson/Bloomquist). All approved and the meeting was adjourned at 7:15

--- The Trustee Meeting was re-adjourned at 7:25.

4. Committee Reports:

- Foundation:
 - The Foundation has voted in three new members. Any Trustees who no longer wish to remain on the Foundation can send a letter of resignation to Nena Bloomquist.

- Friends: (see attached for more details)
- A motion was passed to accept and place on file notification from the Friends that they will be applying to be the recipient of proceeds from an upcoming Eastern Poker Tournament as a fundraiser (Hale/Johnson).
- Ray Johnson is working with the Friends to develop a method of rotating the Old Homestead paintings on display and in storage. They would prefer to have the paintings stored instead of loaned out.

5. Old Business:

- Building Committee
 - Bill Brewin sent a notice to Margaret on February 17 that he would not be able to serve on the Building Committee and Tom Abel was selected to take his place.
 - A motion passed to accept the Mayor's recommended list of committee members with Tom Abel replacing Bill Brewin and Robyn Ripley remaining on as Tom's alternate (Bloomquist/Kyle). The list is as follows:
 - ..1. Margaret Cardello (non- voting)
 - ..2. Tom Abel (Robyn Ripley, alternate)
 - ..3. Samantha Khosla
 - ..4. Andy White
 - ..5. Cynthia Panagore-Griffin
 - ..6. Councilor John Irish
 - ..7. Dennis Cavanaugh
 - ..8. Vinny Farese
 - The main priority of hiring a project manager has already been accomplished as the city has an experienced architect and project manager who we are encouraged to use. His name is Denis Ingham and Margaret will forward his resume.
- Patron with substantial overdue items
 - There has still been no communication from the patron.
- Video equipment
 - John Ghiloni confirmed that he could use the cameras that the library cannot install.
- Trustee Vacancy
 - There has been no recommendation from the Mayor's Office but Karen Bento may be interested in filling the vacant seat.

6. New Business:

- Plymouth Plantation Renewal Fee

- The renewal fee is \$550. The pass has been used by patrons 28 times in the last year. A motion was passed to renew the museum pass to Plymouth Plantation for another year (Brewin/Kyle).
- WiFi Hotspots
 - Margaret and Jason met with a Verizon representative on the government program for WiFi services. As a government entity the library is eligible to pay only \$39.99/month per device with no commitment or contract needed with Verizon. This allows patrons to check-out a device and receive internet service within a certain distance from the device. It also allows the library to access the internet and provide services at remote locations such as fairs, parks, etc. Each device has a key-code which can be changed at our discretion so they remain secure. Margaret and Jason will develop a policy for checking them out, late-fees, replacement costs, etc. They propose starting with 5 devices and keeping one for library use off-site.

7. **Adjournment:** A motion to adjourn passed at 8:25pm (Abel/Ripley).

Minutes submitted by Secretary, Robyn Ripley.