

Marlborough Public Library Board of Trustees
Meeting Minutes

April 5, 2016
Story Time Room, 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, and Robyn Ripley

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

Absent: Janice Merk

Proceedings:

1. **Minutes:** A motion to approve the meeting minutes from the March 1st meeting was passed (Hale/Abel).
2. **Trust Fund Reports:** A motion was passed to approve the Trust Fund Reports for March (Hale/Ripley).
3. **Director's Report:** (see attached for more details)
 - Jess Bacon, the Teen Librarian, and Katherine Gurbanov, Head of Circulation and Technology have both submitted resignations.
 - Since 2010, Margaret has filled PT clerk positions 18 times. With the recent staff departures, she has been looking at increasing PT staff pay from the current range of \$12.44 - \$14.00 per hour to \$15.18 - \$17.26 per hour, as well as increasing 2 FT Clerk positions to be paid at the Senior Clerk rate. The overall increase to the FY17 budget is only 4.61% but the impact on staff retention could be tremendous.
 - A local daycare provider wishes to put on a puppet show for area children, partly as a way to promote her business and reach area parents. The trustees agreed that the puppet show had to be approved by staff, like any other performance.
 - Jason unveiled the new design for library cards, as well as a new policy that everyone must have a card or an ID to borrow anything from the library. This is a change from previous policy that allowed staff to look up card numbers or ask a few "identifying questions." For safety and security reasons it is best for everyone to present their card to check out items.
 - There was discussion regarding the cutoff age for a minor to borrow items without a parent being able to monitor or see what they've borrowed. Jason and Margaret will do more research into what other libraries are doing and report back next month.

4. **Committee Reports:**

Foundation:

- There was a good meeting last month. The fundraising committee is coming together.
- A brochure has been developed and printed. It contains very general information about the need for expanded library space and services.
- The next Foundation meeting is April 19th.

Friends: (see attached for more information)

- The Ezra Cutting Fund granted \$5,000 to the Friends
- There was clarification that every Friends program does not need approval of the Board. The Board reviews the annual calendar of programming which should be sufficient.

5. **Old Business:**

- Old Homestead Paintings: The Trustees reviewed the Old Homestead paintings in the basement to discuss moving some of them to other walls instead of storing them to make room for a laptop station for the teen room. It would be good to keep the collection together but it is also very crowded in the basement area. For now, a portion of the collection will be in storage and made accessible to any patrons wanting to see them.
- Building Committee Update: The committee is meeting this week to review locations. The RFQ for an architect is still being developed.
- Trustee Vacancy: Karen Bento is still interested in sitting on the board but the mayor's office has indicated that Samantha Khosla, currently on the Building Committee, has also expressed interest. It is up to the Mayor to make the appointment.
- Trustee Scholarship: A motion was approved to increase the Trustee Scholarship to \$1,500 from now on (Hale/Bloomquist). Ten eligible essays were reviewed by the trustees and there were 3 clear winners to divide the scholarship evenly.
 1. Jennie O'Leary
 2. Aman Sawhney
 3. Greta Johnson
- Library Director Salary: The City Council approved the increased salary provision for the Library Director.

6. **New Business:**

- None

7. **Adjournment:** A motion to adjourn passed at 9:00pm (Ripley/Abel).

Minutes submitted by Secretary, Robyn Ripley.