

Marlborough Public Library Board of Trustees
Meeting Minutes

October 4, 2016
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Rustin Kyle at 7:07pm

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

Also Present: Margaret Cardello, Library Director and Jason Homer, Assistant Library Director

Absent: Janice Merk

Proceedings:

1. **Minutes:** After minor corrections, a motion to approve the meeting minutes from the September 6th meeting was passed (Bloomquist/Hale).
2. **Trust Fund Reports:** A motion was passed to approve the Trust Fund Reports for September (Abel/Ripley).
3. **Director's Report:** (see attached for more details)
 - Progress is being made with camera installation in the library. 3 wireless cameras are up so far and more will be installed soon.
 - Jason Homer was able to locate and refurbish old counters used for counting the number of patrons visiting the library. They are currently in use and Jason has found that the library has a daily average of 843 visitors. Fine-free Wednesday brings in the most patrons with an average of 1,099 coming through the doors. Interestingly, the average hourly number of people (83.7) rivals larger libraries such as Natick with 75/hour. Studying how many people come to the library, as well as when they come, allows us to evaluate staffing and programming decisions. For example, The Children's Room is considering adding a Storytime on Saturdays, a day when many families visit the library.
 - There are 3 tests to be completed on our selected site for the grant application which will cost \$13,614.50. These tests are separate from the Architects fee and include a site survey (\$6,374.50), a geotechnical report (\$5,280), and a hazardous materials survey (\$1,960). John Ghiloni will help with these costs but Margaret needs Trustee approval to pay the library's share from State Aid funds. *A motion was passed to use \$6,807.25 of State Aid funds to pay for these additional tests (Brewin/Abel).*
 - There was additional discussion of whether the city should take action to resolve the original deed of land for the library which stipulates that the land reverts to the original owners or their heirs should the property no longer be used as a library. Margaret will check with the Legal Department for their recommendation.

- DCU has generously donated \$5,000 in the previous couple of years which has been used for the creation of a teen space and for the deposit for new cabinets in the reading room. This year, DCU donated \$7,500. We currently owe a balance to Rich Holland, the carpenter working on the local history cabinets, of \$9,200. *A motion was passed to use the \$7,500 donation from DCU toward the balance for the cabinets (Brewin/Abel).* The remaining balance will come from State Aid.

4. **Committee Reports:**

- Foundation: Interviews are currently being conducted for the Foundation's campaign feasibility study. These are being conducted by the FDA consultants hired by the Foundation. Many community leaders are included and all but two city councilors are participating. Appointments are scheduled through October 14th.
- Friends: (see attached for more details) The book and bake sale has brought in \$2,094 so far, with an addition \$150 or so coming in for the remaining books not sold. Ray Johnson is speaking at a state-wide Friends Committee workshop on October 19th. The upcoming art show usually has a prize sponsored by the trustees. *A motion was passed for the Trustees to sponsor the First Honorable Mention prize of \$50 from State Aid (Hale/Abel).*

5. **Old Business:**

- None

6. **New Business:**

- Building Committee: The Mayor's office approved sending letters to 32 current library neighbors to see if any would voluntarily enter into discussions about selling their property to the city. One abutter has already replied in the positive.
- Margaret is working with Cynthia Panagore Griffin to develop a timeline of all grant related activities and required city approvals. An informative meeting with City Council is one such activity to be included on the timeline in order to keep them apprised and prepare them for the eventual approval needed to accept grant monies. Margaret will look into getting on City Council's agenda for their last meeting in November of this year.

7. **Adjournment:** A motion to adjourn passed at 8:16pm (Bloomquist/Johnson).

Minutes submitted by Secretary Robyn Ripley.