

**Marlborough Public Library Board of Trustees**  
Meeting Minutes

March 7, 2017  
Bigelow Auditorium, Marlborough Public Library

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

Board Members Present: Tom Abel, Karen Bento, Nena Bloomquist, Ray Hale, Ray Johnson, Rustin Kyle, Janice Merk, and Robyn Ripley

Also Present: Margaret Cardello, Library Director

Absent: William Brewin

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the February 7<sup>th</sup> meeting was passed (Johnson/Bloomquist).*
  
2. **Trust Fund Reports:** *A motion was passed to approve the Trust Fund Reports for February (Hale/Merk).*
  
3. **Director's Report:** (see attached for more details)
  - The part time staff positions have been filled. The Cataloger/Head of Technical Services and Assistant Director/Head of Reference positions, however, are still open. So far the resumes received do not meet the basic requirements of the positions. Interviews have still been held but confirm that the candidates are not fully qualified. There is one more interview to be held for the Assistant Director position and Margaret is considering next steps for the Head of Technical Services position.
  - The lift/elevator is out of order once again. Parts are extremely difficult to get and are sometimes specially made for the lift, which is the oldest one being serviced by our repair company. The city is costing the price of a new lift in case parts become impossible to get in the future. Margaret will also look into ADA compliance and see if there are possible fines to be avoided by getting a new lift.
  - The library does not generally accept donations for other organizations but the Children's Room would like to allow box for toy donations in honor of Bernadette Lafollette who was a frequent library user. In light of her connection with the library, The Children's Room would like to make an exception regarding donations. *A motion was passed to allow a toy donation collection box in honor of Bernadette Lafollette (Bloomquist/Hale).*

- We are continuing to spend down the State Aid account as the city may take any funds still in the account as of June 30<sup>th</sup>, 2017. Currently there is \$12,555 in previous year funds left and \$23,155 in current year funds. This money will supplement the book budget to meet state requirements, funding more programming than the city budget of \$4,000 would allow and other expenses not funded through the city.

#### 4. **Committee Reports:**

- Foundation:
  - An office has been set up for FDA in the Walker Building
  - An Administrative Assistant has been hired and will begin working with FDA on March 16<sup>th</sup>.
  - The Capital Campaign committee members have already begun setting up meetings for the big "asks." These would be to lead donors, such as local banks.
  - Next steps include developing training sessions on fundraising and having a Steering Committee meet regularly to coordinate activities between the various fundraising committees.
  
- Friends: (see attached report for detailed information)

#### 5. **Old Business:**

- 2016 Scholarships: Scholarship applications are out at the high schools and the library. The deadline is March 22<sup>nd</sup> so there will be time for board members to read essays and submit rankings at the April meeting.

#### 6. **New Business:**

- None

#### 7. **Adjournment:** *A motion to adjourn passed at 7:40 (Johnson/Ripley).*

Minutes submitted by Secretary Robyn Ripley.