

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

February 6, 2018  
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Ray Hale at 7:00pm

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

Also Present: Margaret Cardello, Library Director

Absent: Nena Bloomquist, Willian Brewin

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the January 2018 meeting was passed (Kyle/Ripley).*
2. **Trust Fund Reports:** *A motion was passed to approve the Trust Fund Reports for January 2018 (Abel/Kyle).*
3. **Director's Report:** (see attached for more details)
  - Margaret noted that FY19 budgets are due on February 16 and the direction from the Mayor's office is to submit a level funded budget.
  - Contract negotiations with the Marlborough Municipal Employee Association (MMEA) are beginning and the Mayor has requested that departments bring relevant issues to his attention. Margaret plans to raise the issue of out-of-date job descriptions for certain library positions, as well as low pay rates for some positions which continue to result in very high staff turnover.
  - The Mayor has established a new snow closing policy which requires department heads to notify him when they are considering weather-related closings. The goal is to ensure closings are coordinated throughout the city.
  - The library's home delivery service has been operating successfully for five years and currently serves 26 homebound patrons. The Friends of the Marlborough Public Library will be producing 25 more delivery bags, enabling the library to increase the number of people being served. Volunteers to deliver the bags have already signed up.
  - There has been an increase in the number of hearing-impaired patrons using the library. At the February staff meeting, a volunteer gave the staff tips on

communicating with deaf patrons using American Sign Language.

- A new security camera has been installed in the Teen room.
- The staff has created new evaluation forms which are being distributed at all programs. The feedback received will provide very helpful direction as the staff develops new programs throughout 2018.
- Margaret confirmed to the Board of Trustees that the city now owns 28 and 29 Witherbee Street. She still anticipates that Marlborough will receive its library funding grant in FY19.
- Margaret has received updated contact information from US Trust regarding the library's status as beneficiary for the Mary P. O'Malley Trust Fund.

### **Committee Reports:**

- Foundation:
  - No updates to report.
- Friends:
  - No updates to report.

### **4. Old Business:**

- Ray Hale asked if there has been any progress in identifying a potential candidate to fill the current vacancy on the board. No candidates have been identified yet.

### **5. New Business:**

- Margaret shared correspondence from Carolyn Johnson thanking the board for the memorial event held for Ray Johnson.
- Ray Hale noted that it was time for the Director's annual contract review and annual performance review. He distributed a timeline for the review process, and asked that Trustees provide him with feedback on Margaret's performance by February 27. He will compile that feedback into a first draft, which the board will review at its March 6<sup>th</sup> meeting.

### **6. Adjournment:** *A motion to adjourn passed at 7:50pm (Abel/Ripley).*

Minutes submitted by Janice Merk.