

Marlborough Public Library Board of Trustees
Meeting Minutes

March 6, 2018
Bigelow Auditorium, Marlborough Public Library

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

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

Also Present: Margaret Cardello, Library Director

Absent: Rustin Kyle

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the February 2018 meeting was passed (Abel/Bloomquist).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for February 2018 was passed (Ripley/Abel).*
3. **Director's Report:** (see attached for more details)
 - The open position for part-time clerk has been filled. The library is now fully staffed.
 - The Massachusetts Library Association's annual conference will be held in Framingham from May 20-22. Margaret would like to send several staff members to the conference for one day and will be submitting a request to the city's HR department
 - For the FY19 budget, Margaret has transferred \$4,545 from the Page line to Library Materials, bringing the request to \$110,000. The state's minimum spending requirement for materials in FY19 is \$127,000. The balance will be made up by state aid. Contracts are still being negotiated so the current budget proposal does not yet include salary adjustments.
 - Margaret noted that the City's low salaries for library employees continues to make it difficult to keep qualified staff. Even the smallest libraries in the state have a higher hourly pay rate than Marlborough offers.
 - The President of the Friends of the Shrewsbury Public Library will be attending the March 15 Friends meeting (rescheduled from March 7 due a snowstorm) to talk about their organization and the work they do in support of the library.

- To fill the need for more meeting space, Margaret and the staff are working to make the former teen space on the lower level into another meeting room for staff-led programs.
- Margaret is working with John Ghiloni to add panic buttons in the library. She has also contacted the Marlborough Police Department to schedule "ALICE" training for the staff, which will educate them on how to respond to active shooter threats.
- The MBLC recommends that libraries with building programs schedule field trips to tour some new library facilities in the state. Margaret is working to arrange this tour in the coming months for staff, the Library Building Committee and interested Trustees.
- The Central MA Library Advocates (CMLA) is a newly formed advocacy group which will focus on educating legislators and others about the importance of library funding. Margaret will be participating in this organization.

Committee Reports:

- Foundation:
Nena explained that while donations continue to come in, the MPL Foundation is not actively fundraising at this time as many donors would like to wait until the building grant is formally accepted by the city. However, the Foundation is continuing to share information about the new library by meeting with various community organization, school PTOs, interested individuals, etc.
- Friends:
 - No updates to report.

4. Old Business:

- The Mayor has recommended Samantha Khosla for the open Trustee position. Samantha is on the library's building committee, the Marlborough Historical Commission and is an active library user.
- Margaret's existing 3-year contract is valid through June 30, 2018. The trustees are in the process of completing her annual performance and contract review. Ray distributed a timeline for the trustees to follow, with a goal of having everything finalized by May.
- Nena noted that the deadline for high school seniors to complete their essays for the library scholarship is March 27. Trustees will vote on the scholarship winners at the April meeting.

5. New Business:

- None

6. Executive Session:

- *At 7:30pm a motion to move into Executive Session to discuss the director's performance evaluation was passed (Brewin/Abel).*
- *At 7:50pm, a motion to move out of Executive Session was passed (Brewin/Ripley).*

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

Minutes submitted by Janice Merk.