

Marlborough Public Library Board of Trustees
Meeting Minutes

June 5, 2018
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Ray Hale at 7:05pm

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

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. May 1, 2018 meeting minutes
3. June Trust Fund/State Aid report
4. Director's Report

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the May 2018 meeting was passed (Bloomquist/Ripley).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for May 2018 was passed (Bloomquist/Khosla).*
3. **Director's Report:** (see attached for more details)
 - Margaret updated the board on the status of the library renovation grant. Once the city formally accepts the grant, construction needs to begin within a year. The Mass Board of Library Commissioners is aware that we will be updating our design because the purchase of the two adjacent properties took place after our original grant was submitted and has changed our site footprint. The MBLC needs to review and accept the new design. There will be a public comment period on the design for the Marlborough community prior to its being finalized. Samantha noted that historical commission is very interested in the project. Margaret said she is aware of their interest and will ensure that they have an opportunity for input.
 - The library staff has a full set of summer programs planned for patrons. The popular Summer Reading program will once again include programs for children, teens and adults. The "Lego Lunch" program, run in conjunction with Project Bread, will once again be offered. In addition, the teen librarian is lining up summer volunteer activities to engage teens and encourage summer reading. One idea involves creating recommended reading displays in the teen space, for

- which the volunteers would be responsible for selecting the titles, reviewing them and creating social media posts.
- Another library clerk has resigned, citing low pay rate as the reason. She is taking a job in retail, which pays more. Margaret noted that most of the library clerks have a second job because of the library's low hourly rates.
 - The new Scan Pro machine was installed on May 15. The library issued a press release to announce its arrival and publicly thank the Brigham Family Trust and DCU for their donations.
 - Margaret expressed appreciation to the city's IT department for its excellent support in helping the library transition from the CW MARS network to the City Network. The new version of the Evergreen software was installed over the Memorial Day weekend. The new technology will automate PC updates, provide much needed storage capacity, and provide all staff with city email addresses, which will improve communication.
 - The library's FY19 budget was approved with the \$1000 book budget increase as the only increase over the FY18 budget.
 - Margaret met with Fire Chief Breen on May 24 to talk about emergency procedures. The Chief offered to provide staff training on AEDs and other topics. (See "New Business" for further information on this topic.) The Fire Department installed a Knox Box on the outside of the library so firefighters can quickly access the building in case of emergency. Per earlier discussions with the board, Margaret raised the issue of having NarCan available in the library. The Chief felt that because the library is so close to downtown emergency services, the staff can rely on the police and fire department in the event such treatment is needed.
 - Margaret co-chaired the Marlborough Rotary Club's recent book donation project, which was organized in conjunction with the Davao City Rotary Club in the Philippines. Over 1,000 books were donated for distribution to the rural areas of the country.

Committee Reports:

- Foundation:
 - Nothing to report
- Friends:
 - The Friends' Annual Meeting will be held on June 13 at Employment Options at which time the new board will be elected. The theme of the evening is "A Night to Remember" and will be a tribute to the late Ray Johnson.

4. Old Business:

- No old business to discuss.

5. New Business:

- Margaret would like to schedule a staff safety training workshop. A major focus of the session would be educating the staff on strategies for dealing with patrons with mental illnesses, risk assessment, etc. The session will be conducted by an expert who has developed this program specifically for libraries. The cost is expected to be about \$1,000. Ideally, Margaret would like to host a half-day session for the full staff, which would require a delayed opening for the library on that day. She will check with the city to see if this is acceptable, and also to see if there are training funds available to cover the cost. In addition, Margaret would like to have additional safety training during this same session, as was recommended during Chief Breen's visit. *A motion was passed allowing Margaret to spend \$1,000 from state aid to cover the cost of the seminar if the city does not allocate the funds. (Hale/Brewin)*
- Ray Hale announced that he is resigning for the board as he is moving to Georgia. Board members expressed their sincere appreciation for his many years of service with the library. Vice Chair William Brewin will take over his role as Chairman in September.

6. Adjournment: *A motion to adjourn passed at 7:48pm (Abel/Brewin)*

Minutes submitted by Janice Merk.