

Marlborough Public Library Board of Trustees
Meeting Minutes
September 22, 2022
Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:08 PM.

Board Members Attending:

Tom Abel
Bill Brewin
Nena Bloomquist
Fred Haas, Chair
Rustin Kyle
Samantha Khosla
Robyn Ripley

Also Attending:

Margaret Cardello, Library Director
Christine Purple, Human Resources Director, City of Marlborough

This is a special meeting to discuss personnel matters with Ms. Purple. Minutes and Trustee Funds were not discussed.

Proceedings:

1. Margaret introduced Ms. Purple to the Board.
2. We went over 3 documents that Margaret prepared regarding the new library director position:
 - Draft Posting Document
 - Draft Position Brief
 - Library Director Job Description (2018)

Once the job is posted, Ms. Purple said she could set up a mail box at HR to collect the applications and resumes. She would also set up a rubric to keep track of the basic information such as certifications and years of experience. These would be accessible to the Trustees.

3. Fred Haas, Nena Bloomquist and Samantha Khosla volunteered to be on the initial screening committee.

4. We discussed the actual posting of the position. Ms. Purple suggests we post the position for a month. We would like to have a selection made by the end of November. This would allow for time for the new person to work with Margaret prior to her departure. Margaret and Ms. Purple will go over the posting to make sure it is in line with city requirements and post it by next week. We will stop accepting applications by the end of October, hopefully around October 21 depending on the actual date of posting, conduct interviews in November, and make a decision by the December meeting. We discussed introducing finalists to the staff and the mayor for their input. We discussed possibly inviting someone outside the Board of Trustees to be part of the interview process or help us write our interview questions. Margaret is already preparing questions for us which we can add to if we feel we need to.
5. We discussed the FY22 Non-union salary spreadsheet from comparable communities that Margaret provided. Our low pay makes hiring and retention of qualified employees very hard. This leads to a revolving door in many of our key positions and a lack of “institutional knowledge”. Specific areas/positions that of serious concern are the non-union positions of Assistant Library Director, Part Time Reference Librarian and Pages. Ms. Purple said that new hires for the library is an issue for the mayor. Most of the costs for the new library will be in the FY2024 budget so we need to start planning for that now. Tom has said he will speak with the mayor.
6. The Trustees thanked Ms. Purple for attending the meeting and her help as we hire a new director.
7. The meeting was adjourned at 8:27 PM.

Respectfully submitted, Nena Bloomquist