

Marlborough Public Library Board of Trustees
Meeting Minutes

May 7, 2019
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:11pm

Board Members Present: Tom Abel, Bill Brewin, Robyn Ripley, Rustin Kyle, Nena Bloomquist, Fred Haas, Janice Merk

Board Members Absent: Samantha Khosla, Karen Bento

Also Present: Margaret Cardello, Library Director, and Christie Cavalcanti, Carter Paul, Jaelyn Kasso, recipients of the 2019 MPL Trustees Scholarship

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the April 2, 2019 meeting
3. Trust Fund/State Aid reports for April 2019
4. Director's Report
5. Social Services and Community Resources List

Proceedings:

Prior to the meeting being called to order, the Trustees met with two of the three recipients of this year's MPL Trustees Scholarship for graduating high school seniors. The Trustees congratulated the students, and wished them well as they head off to college. Carter Paul and Christie Cavalcanti attended the meeting. The third recipient, Jaelyn Kasso, was not able to attend.

1. **Minutes:** *A motion to approve the meeting minutes from the April 2, 2019 meeting was passed (Ripley/Kyle).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for April 2019 was passed (Bloomquist/Brewin).*
3. **Director's Report:** (see attached for more details)
 - Margaret provided the following updates on the library renovation project:
 - The Owner's Project Manager (OPM) Selection Committee completed their analysis of the vendors who expressed interest in the project. John Ghiloni will now negotiate the fee with the top ranked candidates, and review the details with the Mayor. The Selection Committee is comprised of Tom Abel, Jeff Cooke, Dennis Cavanaugh, John Ghiloni, and Margaret.

- The MBLC grant reviewers provided some valuable feedback on our proposed building schematics when they reviewed our grant last year. Margaret met with representatives from MBLC and LLB Architects to review their comments.
- Margaret has been in touch with Mark Gibbs, Marlborough's IT Director, to discuss the acquisition of new computers and AV equipment for the renovated building using PEG funds. She may need to access some of those funds as early as FY2020 to begin tagging the collection for RFID technology, which will help with inventory and security needs.
- The low pay scale for the clerk positions continues to result in turnover, with two more resignations of part-time clerks in the past month. Margaret has had to fill this position 20 times in the past 9 years. It is frustrating to invest in training capable employees who want to continue working in Marlborough, but leave because neighboring libraries offer much more competitive salaries. Margaret discussed with the board the need to create a new set of competitive salary metrics for both union and non-union employees.
- The FY20 budget is increasing by 2%, to \$988,710. This includes non-union raises and steps, but does not include increases for MMEA employees since the contract has not been finalized. Most of the library's employees are a part of MMEA. Margaret also pointed out that the library is required to spend 13% of its budget on materials. The budget approved by the city each year falls below that, requiring the library to use State Aid funds to make up the difference. In the coming fiscal year, the materials budget provided by the city is \$106,000 against a requirement of \$128,000. She would like to see both the low salary issue and the materials allocation addressed in future budgets.
- New security cameras are being added to the magazine and DVD areas in response to an increase in thefts of the material in those areas.
- The library staff will once again participate in the Mass Library Association conference in Framingham on May 20-22.
- Staff members who have been part of the Library's Community Resources Task Force have compiled an extensive list of resources that will be posted on the website. Lori Berkey took the lead on this important project.
- The Historical Commission is working on a project to evaluate the City's historical collection, which is currently stored in the Walker Building basement. Margaret connected Commission Chair Bob Fagone with a preservation expert at the MBLC who was very helpful in outlining next steps.

Committee Reports:

- Marlborough Public Library Foundation:
 - Fundraising efforts are ongoing.

- A Memo of Agreement has been signed with the Ossing family confirming their generous donation and the naming of children's program room in the renovated library after their parents.
- The group's next meeting will be May 21 at 6:30 in the Walker Building conference room.

4. Old Business:

- None to report

5. New Business:

- Fred Haas attended the Trustee Institute conference organized by the MBLC and shared some of the highlights with the board. As a new trustee, he found the sessions very informative in providing him with a deeper understanding of the library ecosystem.

6. Adjournment: *A motion to adjourn passed at 8:24pm (Haas/Brewin)*

Minutes submitted by Janice Merk.