

Marlborough Public Library Board of Trustees
Meeting Minutes

December 3, 2019
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:01pm

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

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the November 5, 2019 meeting
3. Trust Fund/State Aid reports for November 2019
4. Director's Report
5. Trustee Bylaws
6. Job Description and Compensation study proposal

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the November 5, 2019 meeting was passed (Ripley/Brewin).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for November 2019 was passed (Haas/Ripley).*
3. **Director's Report:** (see attached for more details)
 - The Library Building Committee met on November 20 to review the latest schematics and cost estimates for the library renovation project. Currently everything is on track and on budget. A meeting is scheduled to review the plans with the Marlborough Historical Commission on December 19. The building committee is working on scheduling a meeting with the City Council Finance Committee in January.
 - A Reference Librarian has been contracted to provide 20 hours of coverage through the end of March while the Assistant Library Director is on maternity leave.
 - Margaret is meeting with the Marlborough Board of Health in early December to discuss the city's plans to have Narcan placed in all public buildings. In addition, a member of the library staff recently attended a symposium on how libraries are coping with the opioid crisis.

- The library staff is continuing to assist the new Micah Center for Social Justice by providing relevant educational materials. For the first program on Voter Registration, City Clerk Steve Kerrigan will speak and the library will provide information on topics such as how to research candidates.

4. **Committee Reports:**

- Marlborough Public Library Foundation:
The Trustees asked Nena Bloomquist, MPLF Chair, to review the Foundation's communications with donors regarding naming requests to ensure that the method of recognizing a donor is very clear.

Nena notified the board that Dan Verrico, who has been heading up the capital campaign, has resigned from the Foundation. The Board is very appreciative of all of Dan's hard work on behalf of the foundation and his ongoing support of the library.

The next MPLF meeting is scheduled for December 17 at the Walker Building.

5. **Old Business:**

- There was no old business this month.

6. **New Business:**

- Margaret has received a proposal from consultant GovHR to create updated job descriptions for library employees. The job descriptions have not been updated in many years, with some dating back to 1989, and do not reflect the skills or experience required in today's libraries. This is very important as the library plans for the future, especially given the modernization of the library through the renovation project. GovHR has a Library Director on staff, which will be very beneficial in efficiently drafting accurate job descriptions. *A motion was passed to allow Margaret to work with GovHR to create updated job descriptions. (Bloomquist/Hass).*
- A neighbor of the library has contacted Margaret about concerns regarding after-hours use of the library's wireless network. The Trustees asked Margaret to investigate this issue with the police department to see if they share the neighbor's concerns.
- In accordance with the Board of Trustees bylaws, the 2020 slate of officers was presented: Tom Abel, Chair; Bill Brewin, Vice Chair; Janice Merk,

Secretary/Treasurer. The vote will take place at the January 7 meeting.

- It was suggested that the bylaws be amended to change the regular monthly meeting time to 7pm. This change will be discussed at the January meeting.

7. Adjournment: *A motion to adjourn passed at 8:17pm (Ripley/Kyle)*

Minutes submitted by Janice Merk.