Marlborough Public Library Board of Trustees

Meeting Minutes

October 4, 2022

Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:00 PM.

Board Members attending:

Tom Abel

Bill Brewin

Nena Bloomquist

Fred Haas, Chair

Samantha Khosla

Rustin Kyle

Robyn Ripley

Also attending:

Margaret Cardello, Library Director

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for September 6, 2022

Trust Fund/ Sate Aid Reports for August 2022

Director’s Report

Proceedings:

1. **Minutes**: A motion to delay the approval of the minutes for the September 6, 2022 until the November meeting was passed (Ripley, Khosla). A motion to approve the minutes for the September 22, 2022 meeting as corrected was passed (Brewin, Abel).
2. **Trust Funds Reports**: A motion to approve the Trust Fund Report for August 2022 was passed (Abel, Kyle).
3. **Director’s Report**:

 Director’s Report
 October 2022

Jean Shelton started as our new Principal Clerk on Monday, October 3. We are very pleased to have her on our team. She is off to a good start. She is working with the Auditors Office to learn MUNIS.

I worked with Christine Purple to finalize the Library Director posting and add it to the MBLC and Simmons job boards. The position was posted on the city website as well as sites listed above on Tuesday, September 26, 2022.

We continue to try to hire a PT Reference Librarian to fill our open position. The salary is below what other libraries are paying so we have had some difficulty. We have contacted BiblioTemps to see if they can help us while we search for a permanent Reference Librarian.

The Construction crew is working on closing up the walls in preparation for colder weather. Yellow wallboard is one noticeable part of this.

I received the approval from the Treasurer’s office that the City no longer requires the Library to collect fines. I would like the Trustees to vote on this to make it official Library policy. CW Mars is planning to go fine free and 70% of the libraries that belong to CW Mars are already fine free. A motion to end fines was passed (Bloomquist, Ripley). Additionally, the Treasurer’s Office will take over managing the sick leave and vacation time of the part time employees of the library in the next few months. They already do this for other city departments. This has been managed by the library up to this point. Sick days and vacation days will now appear on the employee’s pay stub

I was notified that the Mary P. O’Malley trust managed by Bank of America has been closed. Due to market volatility the trust was depleted in May 2021 and was subsequently terminated. The trustees asked Margaret to request a final statement from the bank.

The staff is planning a number of fall in-person programs. Due to patrons demand 2 youth programs will remain virtual, one is PJ Storytime, and the other is at home craft projects for Children and Teens.

1. **MPLF:** Nena reported that we are still working with Donor Perfect to fix our online donation form. Invoices will be sent out this month for pledges that are due this year. The MPLF has received several donations in memory/honor of Terrance Carlin, husband of Peggy Carlin who was very active with the Friends.
2. **Old Business:** none
3. **New Business:** A motion to go into Executive Session to discuss the Director search process was passed by a roll call vote at 7:28 PM (Bloomquist, Kyle). A motion to end the Executive Session was passed by a roll call vote at 8:01 PM (Brewin, Khosla).
4. **Adjournment:** A motion to adjourn was passed at 8:02 PM (Abel, Ripley).

Respectfully submitted by Nena Bloomquist