Marlborough Public Library Board of Trustees

Meeting Minutes

April 4, 2023

Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:05 PM.

Board Members attending:

Tom Abel

Bill Brewin

Fred Haas, Chair

Samantha Khosla

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending:

Sara Belisle, Library Director

Jason Homer, Trustee Elect

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for March 7, 2023

Trust Funds for March 2023

Director’s Report

Proposed Behavior Policy for Library Users

Proceedings:

1. **Minutes**: Trustee Janice Merk suggested amendments to the March minutes to reflect the appropriate changes from first person in the Director’s report to usage of titles. Trustees Tom Abel made a motion to delay approval of March minutes until edits can be made. Second Janice Merk. All in favor. (7, 0, 0).
2. **Trust funds**: Director Sara Belisle reported the expenditure of one item from a Trust for the purchase of a book and one program from State Aid to Public Libraries. No other spending reported. Due to lack of information submitted to the Board, there was a motion to delay approval of March Trust Fund report made by Trustee Janice Merk, second by Trustee Samantha Khosla. All in favor. (7, 0, 0).
3. **Directors report**: March 2023

**Building project**: Director Belisle report no major reports regarding the building, with work continuing with install of windows, drywall, and paint. The transformer pad should be finished the first week of April and the library will be able to order the transformer. Work is beginning on exterior walkways.

Director Belisle was able to catch a millwork mistake early in the process, and the subcontractor will be able to fix it in plenty of time without delaying the process. At the February Trustee meeting, Director Belisle mentioned the architect proposed new vinyl sign, but it was ultimately scrapped. As of this time, Director Belisle has not been able to get an agreed upon substantial completion date for the project. She reported FF&E orders have been placed with furniture orders coming in under budget. The shelving will take 2.5-3 weeks to be installed once it is delivered and the library can’t close the temporary space and move to the new library until the shelving has been installed. The target date for shelving delivery is June 1, but depending on the construction completion date we will have to change that.

* Trustee Janice Merk asked for update on a tour, and Director Belisle reported that as windows are installed, she will work to arrange tours.

**Budget**: Director Belisle, Trustee Tom Abel and Chair Fred Haas met with the Mayor and his team for the first budget meeting. Director Belisle submitted the budget that was shared with the Trustees at the February Board Meeting and will update the Trustees as she has answers. The part-time Library Page position that was approved to be changed to $15.00 an hour was never officially changed by city council and needs to be before the library can hire folks into that role. This was discussed at the budget meeting and it was reported to be resolved before June 30. The submitted budget request includes this raise of pay as well as the pay increases for the 2 other non-union positions of Assistant Director and Part-Time Reference Librarian. During the budget meeting, Director Belisle also asked permission to fill the 8 open part-time positions and was given the approval. 5 of those positions will be in the Circulation Department and 3 of them will be in Children’s, she will be working with HR now to post the children’s position and administration is currently interviewing candidates for Circulation, with the goal of hiring by end of May if not sooner.

The Governor’s budget was submitted which included a 1.6 million increase in public library aid, which is good sign for our state aid for next year.

* Trustee Janice Merk asked for clarification on whether there was any feedback on the future new positions, Director Belisle reported that conversations have gone well but does not have the answer.
* Trustee Elect Jason Homer added additional details on the MBLC budget

**Staff:** Director Belisle shared the news with the staff that we will be bringing on more part-time employees which was well received. Recently, the library has had trouble with minimum staffing, and this hiring will allow the library to move past that. In an all staff meeting, the Director went through the building plans in detail, shared construction photos, and talked through all the upcoming changes that we know will take place. Annie, Head of Circulation, has implemented some changes regarding our holds to prepare for open holds in the new building. These changes help protect patron privacy. She is also preparing to roll out RFID pads on the circulation desk and train staff to checkout and check in materials using the pads.

Director Belisle is arranging a visit to the Medford Library for herself, Morgan, Annie, and Karen to see the Tech Logic software and hardware in action. They are the most recent installation in the state from Tech Logic.

Head of Circulation, Annie and the Director discussed the steps they need to take to bring back the ESL conversation groups soon after the new building opens. Patrons stated that they are looking forward to this service returning.

**Outreach Efforts:** Jennie, Head of Children’s Services, attended two school events this past month to sign kids up with library cards. She brought with her the renderings of the new library to help bring more excitement to the community about the new library. Director Belisle will be attending the book club at Tackle Box Brewing on Thursday April 6 to talk about the new library. The last book club meeting had 40 attendees so I hope to have a big group again to talk to. On Sunday April 23 from 10-1 Director Belisle be at Lost Shoe to do a library card drive and talk about the new library. The Foundation will also be joining to discuss how folks can get involved.

**Policy Work**: In this packet is the draft Behavior Policy to be discussed later in the meeting. Up next we’ll be working on our Meeting Room Use Policy.

1. **Foundation:** Trustee Janice Merk reported that in April the Foundation will launch their “Thousand Champions” campaign, to have 1,000 residents donate $1,000 each. A town-wide mailer will go out with champions receiving yard signs to support ongoing donations. A Second Foundation newsletter is coming soon. On Thursday, April 6, 2023 the Foundation will present a check to the City of Marlborough in their commitment to fund as much of the project as possible, bringing the total to presented to the City to $650,000.
2. **Policy subcommittee**: Director Belisle presented an updated Behavior Policy for Library Users to the Trustees after working on it with the Trustee’s ad-hoc subcommittee on Library Policy.

* Trustee Tom Abel requested additional information of the other policy referenced in the Behavior Policy for Library Users, the Internet Use Policy. The Trustees requested Director Belisle move that policy up on her list of revisions to address concerns about consistency.
* Trustee Bill Brewin requested clarification on appeals process when issues get to the Trustee group.

*Motion to approve Behavior Policy for Library**Users:* A motion was made my Janice Merk, seconded by Samantha Khosla. Passed by majority vote, (6, 0, 1)

1. **Trustees scholarship**: Each eligible member of the Trustees provided a top 10 of the entries to Director Belisle who reported out the final scores, with “essay 5” as the highest ranking essay. After discussion as to expenditures, the Trustees voted to award $1,500 to the top essay, and Director Belisle will notify the winner with a presentation to come.

*Motion to award $1,500 to highest ranking essay, to be notified by the Director*: A motion was made by Robyn Ripley seconded by Tom Abel. All in favor. (7, 0, 0).

1. **New Business**: Director Belisle presented a request for the Marlborough Public Library to move to a new calendar software that allows for room booking, a service needed in the renovation, and a new museum pass booking software. Director Belisle highlighted the barriers to success with the current software, that costs $1,450 a year.

Library Calendar: Director Belisle presented a product titled Library Market to manage the rooms and create the online calendar that is mobile friendly. This resource will allow the library to further its reach and even integrate with new discovery platform for CWMARS. The total cost for the service annually is $2,000, plus a one-time set up fee of $300.

Museum Passes: Director Belisle presented a product titled Assabet Interactive to manage the MPL’s museum pass program. Staff did extensive research and this local company has a great number of features the library needs as it moves forward. The total cost for the service annually is $700.

*Motion to allocate the sum of $3,050 for the expenditure of a new Library Calendar with Library Market and a new Museum Pass software with Assabet Interactive:* A motion was made by Bill Brewin seconded by Robyn Ripley

1. **Adjournment**: Motion to Adjourn at 8:25 by Rustin Kyle, seconded by Robyn Ripley. All in favor. (7, 0, 0)

Respectfully Submitted,

Jason Homer

Trustee Elect