Marlborough Public Library Board of Trustees

Meeting Minutes

August 8, 2023

Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:03 PM

Board members attending in person: Fred Haas, Tom Abel, Jason Homer, Bill Brewin, Samantha Khosla, Janice Merk.

Board members attending virtually: Nena Bloomquist

Also attending; Sara Belisle, Library Director; Morgan Manzella, Assistant Directo r; Kathleen Rousseau, Treasurer, MPL Foundation

Documents reviewed/referenced:

1. Agenda
2. Director’s Report
3. MPL Foundation Memorandum of Agreement for donors

Proceedings:

* **Director’s Report**:
  + Director Belisle updated the Trustees on progress with the construction project:
    - The library will close operations at the Walker Building at the end of the day on August 11. Movers are scheduled to begin work on August 14.
    - During the move, staff will be stationed at each entrance of the Walker Building to direct/escort visitors to other offices in use in the building.
    - Staff has put together a list of resources that patrons can utilize while our library is closed.
    - Official opening date is still TBD. Director Belisle hopes to have a firm date by the end of August.
  + The annual ARIS statistic report was submitted. Highlights include:
    - 14% increase in circulation
    - digital materials make up 43% of the overall circulation
    - 35% increase in WiFI usage
    - 44% increase in computer usage
  + Staffing
    - Hiring for the part-time circulation and children’s assistants positions are complete. Director Belisle is very happy with new employees, who come to us with employees, who bring a diverse set of experiences and backgrounds to the team.
    - Director Belisle is working with HR to post the opening for a part-time reference librarian. This will bring that department back to pre-pandemic staffing levels.
    - The two new positions and salary ordinance for the pages was sent to City Council on July 24, and was then sent to the Finance Committee. Director Belisle is waiting to learn when that meeting will be held.
* **Old Business**:
  + None
* **New Business**:
  + Foundation members Janice Merk and Kathleen Rousseau, along with Director Belisle, asked the Trustees for clarification regarding named spaces and donor signage. Trustees have final approval for these signs, as specified in the donor Memorandum of Agreement (MoA), which the Trustees approved on February 5, 2019. After reviewing the MoA, Trustees provided the following guidance:
    1. Director Belisle will provide the Trustees with several examples of signs/naming plaques. Trustees will select sizes/styles for each area.
    2. Directional signage used to guide patrons to a specific area can, as needed, reference just the functional area (i.e. “Children’s Room”)
    3. Director Belisle and the Foundation will provide the Trustees with PDF proofs of all signs for approval. Once approved, the signs will be shared with donors for their final approval.
* **Adjournment**: A motion (Brewin/Abel) to adjourn was passed and the meeting adjourned at 8:09pm.

Minutes submitted by Janice Merk