

Marlborough Public Library Board of Trustees
Meeting Minutes

November 6, 2018
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by William Brewin at 7:03pm

Board Members Present: William Brewin, Rustin Kyle, Karen Bento, Nena Bloomquist
Samantha Khosla, Tom Abel, and Janice Merk

Also Present: Margaret Cardello, Library Director

Absent: Robyn Ripley

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from our October 2 meeting
3. Trust fund/State Aid reports for October
4. Director's Report
5. Marlborough Public Library Naming Policy Draft

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the October 2018 meeting was passed (Merk/Abel).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for June, July and August 2018 was passed (Abel/Khosla).*
3. **Director's Report:** (see attached for more details)
 - Margaret has received notification that our state aid for the new year is \$46,674, which will be dispersed in two installments. The first will be in December, the second in April.
 - Margaret has transferred \$2,000 from the part-time clerks' salary budget allocation to the part-time reference librarian allocation to cover the cost of substitutes needed when the librarians are absent due to vacation or illness.
 - The last open part-time clerk position has been filled. There are two page positions still open.
 - On October 19, a workshop was held to train staff on how to interact with patrons who have mental health issues. The program was funded by the city's HR department and presented by a retired social worker with experience in this

area. The 20 staff members who participated found the training extremely informative as it deals with an issue they contend with on a regular basis.

- The library building project will be on the agenda for the City Council Finance Committee on November 13. The committee will discuss and vote on the bond as the next step in the project. If they approved, the full city council will vote on the bond at their January 7, 2019 meeting.
- Teen Librarian Christine Amatrudo will be spending time at the high school media center each month to promote library programs and provide students with library cards. The staff is very excited about the opportunity to work so closely with the school.
- A 30-day no trespass order was issued to a patron who was disruptive and frightening staff and other patrons. The police department was very supportive and helped serve the order.
- A staff team led by Morgan Manzella is heading an initiative to develop a new website which will be a subdomain of the city's site.

Committee Reports:

- Foundation:
 - Nena Bloomquist reported that the Foundation has received donation commitments of nearly \$400,000 to date. Many of these donations are contingent upon the city approving the building project.
 - Margaret noted that she is working submitting grants to a variety of organizations. The Cummings Foundation has invited the foundation to submit a grant for \$100,000.
- Friends:
 - The Friends are operating a reduced schedule of activities as they continue to craft a new direction for the organization.

4. Old Business:

- No old business to discuss

5. New Business:

- Margaret presented a draft of a naming policy which would allow the Foundation to recognize significant financial contributions. The trustees requested that the policy be reviewed by the city solicitor, and that guidance be shared at the board's December 2018 meeting.

- The Marlborough Historical Commission is creating a “Museum in the Streets” which will highlight historically important locations throughout the downtown area. The MPL will be featured on the route and marked with a special plaque explaining the historical significance of the library.

6. Adjournment: *A motion to adjourn passed at 8:05pm (Kholsa/Abel)*

Minutes submitted by Janice Merk.