Marlborough Public Library Board of Trustees

Meeting Minutes

March 7, 2023

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

Rustin Kyle

Robyn Ripley

Also attending:

Sara Belisle, Library Director

Jason Homer, Trustee Elect

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for February 6, 2023

Trust Fund/ Sate Aid Reports for February 2023

Director’s Report

FY 2024 proposed Budget

Proposed Teen Room Use Policy

Proceedings:

1. **Minutes**: A motion to approve the minutes for the February 7, 2023 meeting was passed (Kyle, Abel).
2. **Trust Funds Reports**: Sara reported that the Purchase Order for Tucker for shelving is still open. Interest on trust funds for October through December came in and was used to buy museum passes and fund programs. A motion to approve the Trust Fund/ State Aid Reports for February 2023 was passed (Abel, Ripley).
3. **Director’s Report**:

 Director’s Report
 February 2023

Building Project

Sara stated that there are no major updates to report with the building project. They are currently hanging the drywall and painting on the second floor. ADA signage with all the room names has been confirmed and will be ordered. The architects are proposing a secondary sign on the Witherbee side of the building but Sara is not completely on board. Sara has seen 3D drawings of the office furniture. It still needs to be ordered but it should be on time. IT equipment has been finalized and is being purchased. The steel shelving order has been placed and the interior designer is working with the company to ensure the right sizes have been ordered that will allow us to reuse the existing end panels in the Children’s room. The library won’t be able to use all of them so that will allow us to pick and choose which ones aren’t as faded. The cost of the additional end panels has not been finalized. The rest of the furniture quotes are currently being put together.

Sara had reps from Tech Logic and TBS, our print and computer management company, come by and meet with staff to answer any questions they had about the RFID security gates and our new print management and public computer management systems. She was able to attend the TBS meeting and was pleased with all the good questions staff were asking. Staff were all very impressed by what we’re going to be able to offer to patrons with the TBS system.

Sara reported the staff created a page on our website that will be updated every month with her building update note that’s appears in the email newsletter. Staff are also trying to promote the existence of this newsletter so more folks sign up for it.

Budget

Sara submitted the FY 24 budget to the city. This budget included 2 new full-time non-union positions. One titled Head of Adult Services/Technology and one titled Programming & Outreach Librarian. The budget also included the proposed pay increases for the other non-union positions of Assistant Director and Part-Time Reference Librarians whose title will change to Part-Time Adult Services Librarians. The proposed wage increases and the proposed salary for the two new positions will bring us to be within the average pay for these positions in comparable communities. Sara asked for more money in the Library Materials to get closer to the required spending in this line. Her hope is to add more digital resources in the next fiscal year. She asked for more in the Library Supplies line as we are now having to purchase a yearly supply of RFID tags. Finally, Sara asked for more in the Programs line so we can offer more programs in the coming year. The budget includes a 2% COLA increase for all employees. It does not include money for more staff to cover Sunday opening. Sara feels that we can address that next year after we see how the first year in the new building goes. Sara has an appointment to discuss the budget with the mayor on March 23rd at 2 PM. Tom volunteered to attend with her.

Budget request is attached separately.

Staff

Hiring of a new part-time circulation assistant is ongoing. Sara plans on reaching out to the Mayor’s office soon to request approval to begin hiring more part-time employees. She would like them to be working before the move so they will be trained on all the regular library systems and can participate in the larger trainings that need to happen before we open. She is looking at an April/early May time frame. Sara also wants to post a new page position.

Sara was quickly trained on how to use the library systems on a day we were short staffed. This was helpful as she was able to cover the desk during the snow storm on 2/28 as we had quite a few people call out in the morning. This shows the need for urgency in starting the hiring process.

During this month’s Supervisors meeting, they discussed the impact that the security gates and RFID technology will have on the public and staff. To help alleviate some of the growing pains, the supervisors are going to implement some of the process changes now so staff have more time to get accustomed to checking out materials via RFID pads. The library is also going to change our hold slips so they better protect patron privacy.

Outreach Efforts

Sara was contacted by Maureen from the Community Advocate who came and did a short interview about her and the new library. That should be published in the next couple of weeks.

Sara did a taped interview with WMCT again more about herself and the vision for the new Library. This was requested by the Jr. Women’s Club who donated $400 to go towards a museum pass. The library is going to be purchasing the Old Sturbridge Village pass with their donation. While at the WMCT studio, Sara posed the idea of the Library having a reoccurring segment and the folks there were excited about the prospect.

Sara met with someone at Lost Shoe to discuss possible ways the library can partner with them. They discussed various ideas, none of which have been solidified. They would also love for the library to participate in this summer’s Farmers Market. The library will hopefully make a few dates later in the summer after we get through the move and reopening.

Sara and Morgan met with Marlborough Makers about an art show and/or a semipermanent display.

1. **Marlborough Public Library Foundation:**

The Donor Newsletter was sent out and received a very positive response. The mayor asked that it be posted on the library website.

1. **Policy Subcommittee:**

The trustees discussed the proposed teen room Use Policy provided by Sara. A motion to approve the policy was passed (Ripley, Abel).

1. **Nomination of Officers for 2023:**

A motion to nominate Fred Haas as Chair, William Brewin as Vice Chair and Nena Bloomquist as Secretary for 2023 was passed (Ripley, Abel).

1. **Old Business**:

Nena reported that only one scholarship application has been received so far. The application deadline is March 27, 2023.

1. **New Business**:

Bill Brewin informed us that the Mayor’s Ball is going to be held on May 13. Tickets are $50.We discussed the possibility of buying a table for the Trustees but no decision was reached.

National Library week is April 23 through 29. Sara will be at the Lost Shoe on Sunday April 23 to sign up customers who would like a library card. Tuesday, April 25 is National Library Workers Day and Sara would like to host a breakfast for the staff. She would also like to give them a small gift. A motion to allow Sara to spend up to $750 on the breakfast and the gifts was passed (Bloomquist, Abel).

1. **Adjournment:**

A motion to adjourn at 7:45 PM was passed (Brewin, Kyle).

Respectfully submitted,

Nena Bloomquist

Secretary