

Marlborough Public Library Board of Trustees
Meeting Minutes

June 4, 2019
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:03pm

Board Members Present: Tom Abel, Bill Brewin, Robyn Ripley, Rustin Kyle, Nena Bloomquist, Fred Haas, Samantha Khosla, Karen Bento, Janice Merk

Also Present: Margaret Cardello, Library Director, and Dan Verrico, Vice President and Capital Campaign Chair of the Marlborough Public Library Foundation

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the May 7, 2019 meeting
3. Trust Fund/State Aid reports for June 2019
4. Director's Report

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the May 7, 2019 meeting was passed (Ripley/Kyle).*
2. *A motion to move the Marlborough Public Library Foundation (MPLF) presentation up to the second item on the agenda was passed. (Bento/Ripley).* Mr Verrico provided the trustees with an update on MPLF fundraising activities and discussed many ways that individuals and businesses can donate, including through legacy giving. He explained that the capital campaign is looking for referrals of individuals or businesses interested in becoming donors.
3. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for May 2019 was passed (Brewin/Khosla).*
4. **Director's Report:** (see attached for more details)
 - Margaret provided the following updates on the library renovation project:
 - Fee negotiations for the OPM contract with Daedalus has been completed. Daedalus is serving as the OPM for the City's new elementary school, and also has successfully completed several library projects.
 - The Walker Building is being evaluated as the temporary library location during the renovation. It would enable the library to continue operating downtown, which would be less disruptive to patrons. The City will conduct a structural assessment to determine if the building can support the weight of the library materials.

- Meetings are planned with several RFID vendors on the state bid list to learn what is required to prepare the collection for RFID tagging. This technology will facilitate greater security and inventory control in the new building, as well as allow self-check out by patrons.
- Margaret has interviewed two Marlborough residents for the open PT Clerk position. She expects to hire one and add the other to the library's temp pool.
- A no trespass order was issued to patron who was frequently intoxicated while in the library and became belligerent to staff. The police assisted Margaret on this issue.
- Spending remains on budget. Margaret will be using state aid to pay for an additional \$20,040 in library materials in May and June. This expense was expected since the City's allocation for that purpose was depleted at the end of April. This spend is necessary as the minimum requirement to meet the state certification is 13% of our municipal appropriation, which for Marlborough is \$126,040. The City allocated \$106,000 in the 2019 budget.
- Seven members of the library staff attended the MLA conference in Framingham, and shared what they learned with others on the team. Margaret included written summaries of the attendees with the Trustees.

Committee Reports:

- Marlborough Public Library Foundation:
 - See the summary in Item 2 of these meeting minutes.

5. Old Business:

- Margaret reported that the Friends of Marlborough Public Library would be holding their annual meeting on June 5, at which time they hoped to bring in a new president and treasurer.

6. New Business:

- None to report

7. Adjournment: *A motion to adjourn passed at 8:01pm (Ripley/Bento)*

Minutes submitted by Janice Merk.