

**Marlborough Public Library Board of Trustees**  
Meeting Minutes

February 4, 2020  
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:02pm

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

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the January 7, 2020 meeting
3. Trust Fund/State Aid reports for January 2020
4. Director's Report

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the January 7, 2020 meeting was passed (Haas/Kyle).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for January 2020 was passed (Bloomquist/Haas).*
3. **Director's Report:** (see attached for more details)
  - Margaret provided several updates regarding the library renovation project:
    - A project update was shared with the City Council Finance Committee on February 3. LLB Architects presented an overview of the current design and interior layout, and answered a range of questions from committee members. The presentation was well received.
    - Margaret is working with the Marlborough Public Library Foundation on a series of similar presentations throughout the month of February for members of the community. The first is scheduled for February 5 for local businesses.
    - The next Building Committee meeting will be on February 13.
    - Library staff is hard at work sketching out layout for the temporary library space in the Walker Building. Margaret is working with Mark Gibbs in planning for network requirements in the building.
    - Margaret met with Tech Logic to begin planning for the RFID tags, self-checkout capabilities, and other security features in the new building.

- A new Votacall phone system will be installed in the library shortly, enabling the staff to become familiar with the new system before moving into the temporary space in the Walker Building later this year.
- Low salaries continue to be a major challenge in retaining staff. With several employees on medical leave, a pending retirement and a recent resignation, maintaining proper staffing levels for all of the 66 hours the library is open each week has become increasingly difficult. Salaries for all positions and especially clerks are not competitive with those offered by similar communities. The part-time positions pay well below minimum wage. The person who recently resigned took a similar position in a neighboring library paying almost double the hourly rate she earned at MPL. Margaret has been unable to fill another part-time position in the Children's Department which has been open since August 2019. A qualified candidate was interested in the position recently, but would not accept the job based on the wages. Margaret noted that she is using a temporary staffing service to cover some of staff shortages, and this service pays higher wages to its staff than Marlborough pays to its employees. She is hopeful that the project to update job descriptions, which should be completed soon, will be useful in rectifying this situation.
- MPL has received a \$649 grant from the Marlborough Board of Library Commissioners to fund online training for staff on serving vulnerable populations. Our staff is very interested in expanding their skills in this area. The grant came as a result of our attendance at a MBLC workshop on this topic.
- The first Micah Center program on Voter Registration on January 15 was well attended. The library supplied information on this important issue, including how to investigate candidates, issues, and the general news for legitimacy and facts. The next topic of the next program will be immigration and human traffic.

#### **4. Committee Reports:**

- Marlborough Public Library Foundation:  
MPLF Chair Nena Bloomquist discussed plans to build community awareness of the renovation project by hosting a series of public sessions in February for the public to see the design and learn more about the renovation. The Foundation will also be working on new materials that will include the architect's renderings of the building and proposed floorplans.

#### **5. Old Business:**

- The board discussed various rating systems to be used in evaluating essays submitted by applicants for the MPL Trustees scholarship for graduating high school students. Fred Haas will provide a draft for the board's consideration at the March meeting.

**6. Old Business:**

- There was no new business at this meeting.

**7. Adjournment:** *A motion to adjourn passed at 8:10pm (Rustin/Brewin)*

Minutes submitted by Janice Merk.