

Marlborough Public Library Board of Trustees
Meeting Minutes

February 5, 2019
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:04pm

Board Members Present: Tom Abel, William Brewin, Robyn Ripley, Karen Bento, Samantha Khosla, Fred Haas, and Janice Merk

Absent: Rustin Kyle and Nena Bloomquist

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the January 8 meeting
3. Trust Fund/State Aid reports for January
4. Director's Report
5. Draft of the Naming policy and Memo of Agreement as reviewed by Legal Dept.
6. Museum in the Streets – Library panel draft

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the January 2019 meeting was passed (Haas/Ripley).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for January 2019 was passed (Ripley/Bento).*
3. **Director's Report:** (see attached for more details)
 - Margaret provided the following updates on the library renovation project
 - All start-up paperwork for the construction grant has been submitted. The first disbursement from the state will be for \$1,500,000.
 - The Request for Service for the Owner's Project Manager (OPM) will be put out to bid in February. Once the OPM is in place, the next step will be contracting with an architect. The Building Committee will be reconvening to support these activities.
 - FY20 budgets are due on February 15, and the city has requested that budgets remain at FY19 levels, which was \$975,098 for the library. The state's Municipal Appropriation Requirements for certification require our FY20 budget to be at least \$986,889. With step increases, Margaret believes we will be right on target

with both the MAR requirements and the city's request.

- Children's Librarian Jennie Simopoulos received two grants for the 2019 Summer Reading program from the Massachusetts Library System, the organization that administers the summer reading programs. The first is an \$800 grant to cover the costs of a software tool used for registering and tracking participation, and second is a \$1,163 grant for a related art program for tweens.
- The library's new website will be launching on February 15. It will now be a subdomain of the city's site.

Committee Reports:

- Foundation:
 - St. Mary's Credit Union has pledged \$100,000 to the library renovation project. A "big check" picture is scheduled to be taken on February 7.

4. Old Business:

- Margaret shared the most recent draft of the Marlborough Public Library Naming Policy which incorporated recommended changes from the city solicitor. *A motion to accept the policy, with one minor technical correction, was passed. (Brewin/Khosla)*

5. New Business:

- Margaret has recently learned that the Homestead Collection paintings by Ellen Carpenter, which hang in the lower library, are now in the public domain.
- The Museum in the Streets project is working toward their 2019 summer launch plans. Margaret shared the draft of the plaque to be installed outside the library, which will educate the public on the library's very interesting history.

6. Adjournment: *A motion to adjourn passed at 8:13pm (Brewin/Bento)*

Minutes submitted by Janice Merk.