

Marlborough Public Library Board of Trustees
Meeting Minutes

April 3, 2018
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Ray Hale at 7:07pm

Board Members Present: Robyn Ripley, Nena Bloomquist, Tom Abel, Ray Hale, Karen Bento William Brewin, Rustin Kyle, and Janice Merk

Also Present: Margaret Cardello, Library Director; Samantha Khosla, prospective trustee

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the March 2018 meeting was passed (Abel/Ripley).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for March 2018 was passed (Abel/Bento).*
3. **Director's Report:** (see attached for more details)
 - Several instances of vandalism occurred in March, and Margaret is working with the Police to resolve them.
 - The city's Facilities department has provided the library with 4 wireless panic buttons, which have been deployed throughout the building. Staff training was conducted on the usage of the buttons.
 - Once again, the library will be participating in the Mayor's Summer Internship program and City's SCRPT program this year. The SCRPT program allows senior citizens to work off a portion of the property tax bill.
 - The Library's FY19 Budget was presented to the Mayor on March 12. This budget is less than \$5K over the state certification minimum. Margaret requested \$5K in Page money to be transferred to Library Materials which would bring that line item total to \$110,000. The library is required to spend \$127,500 on materials, so the balance must be covered by state aid funds. The budget doesn't include salaries as union contracts are still being negotiated with the city.
 - The staff had a demo of the new ScanPro microfilm scanner on March 28 and was very impressed with the quality and performance of the device. A \$4,500 Brigham Family Trust grant, along with a \$7,500 donation from Digital Credit Union, will cover the cost of the scanner. The generosity of both organizations will be recognized with prominent labelling on the machine. *A motion was passed*

to allow Margaret to allocate \$10,585 from the Brigham Family Trust grant and DCU donation to purchase the ScanPro scanner (\$10,035) and cover the installation and training set up fee (\$450). (Merk/Kyle)

- Margaret has submitted a request to the city's Human Resources department to have 13 library staff members attend the 2018 Massachusetts Library Association Conference in Framingham in May. Total cost would be \$2,150. Staff would attend for a full day, or part of the day, depending on the sessions they wish to attend, and share the knowledge they acquire with the rest of the organization. *A motion to allow Margaret to spend up to \$2150 from state aid to cover costs if city does not approve the request was passed. (Bloomquist/Brewin)*
- Margaret noted that some libraries in Massachusetts have started storing the Narcan nasal spray in the event of a patron drug overdose. The board suggested Margaret speak with the Marlborough Police and Fire departments to get their input and report back to the trustees on the feasibility of doing the same in Marlborough.

Committee Reports:

- Foundation:
 - Nena reported that the Foundation has raised \$119,563 to date. Members of the Foundation are continuing to educate the public on the library renovation by speaking to community organizations. Presentations are scheduled for the Kane School Parent-Teacher Organization on April 3, and the Whitcomb Middle School PTO on April 11.
- Friends:
 - No updates to report.

4. Old Business:

- Ray Hale notified the board that Margaret's Annual Performance Review has been completed. Ray will meet with Margaret on April 4 to discuss it.
- Minor updates were made to the Director's Contract and Job Description to reflect the duties and responsibilities of the position for the next three years. The revisions to the Job Description include adding a reference to participation in professional associations and expanding the job responsibilities to include identifying and managing capital projects to maintain/improve the library. The Contract was revised to include Margaret's responsibilities for guiding the upcoming library renovation project. Both documents will be sent to the Assistant City Solicitor and the City Auditor for review and, once approved, will be signed.
- The MLBC has notified Margaret that Marlborough will receive \$23,852.53 for second half of FY2018. The total state aid received in FY18 is \$46,674.71.
- Nena shared the final scores for the MPL Scholarship essays. The four winners will each receive \$500.

5. New Business:

- Bill Brewin noted that the Mayor's Ball will take place on May 5 and suggested that the trustees attending as a group.

6. Adjournment: *A motion to adjourn passed at 8:10pm (Abel/Kyle)*

Minutes submitted by Janice Merk.