

Marlborough Public Library Board of Trustees
Meeting Minutes

May 1, 2018
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Ray Hale at 7:12pm

Board Members Present: Robyn Ripley, Ray Hale, William Brewin, Rustin Kyle, and Janice Merk

Also Present: Margaret Cardello, Library Director

Absent: Tom Abel, Samantha Khosla, Karen Bento, Nena Bloomquist

Documents Reviewed/Referenced:

1. Agenda
2. April 3, 2018 meeting minutes
3. April Trust Fund/State Aid report
4. Director's Report
5. MPL Organization Chart
6. MPL 2018 Highlights and 2019 Goals Summary
7. FY19 Budget Spreadsheet – Details

Proceedings:

1. **Scholarships:** The four high school seniors who were awarded this year's MPL Scholarships were invited to attend May meeting. Two of the winners attended. The board congratulated the students, and a group photograph was taken.
2. **Minutes:** *A motion to approve the meeting minutes from the April 2018 meeting was passed (Brewin/Kyle).*
3. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for April 2018 was passed (Kyle/Ripley).*
4. **Director's Report:** (see attached for more details)
 - In preparation for the City Council's Finance Committee meetings beginning May 8, all departments were asked to submit a current organizational chart, an annotated FY19 budget spreadsheet detailing all changes from the FY18 budget, and a narrative that lists FY18 accomplishments and FY19 goals. Margaret provided these materials to the Trustees as well and noted that the only budget change she requested was for \$5,000 to be moved from the Page line item to the Library Materials line. This change was not approved by the Mayor. The library received a \$1,000 increase in the Library Materials line instead, which puts the

budget at just \$916 over the state certification requirement and sets FY19 library materials spending at \$126,040. Margaret informed the trustees that she will need to take \$20,040 from Trust Funds and State Aid to make up the difference.

- The city has approved Margaret's request to have 13 library staff members attend the 2018 Massachusetts Library Association Conference in Framingham in May.
- Margaret assisted the Friends of the Marlborough Public Library with their annual Photography Show in April. She is also working with the group on possible changes to the Friends' annual Art Show. In the past, the artwork was displayed for a period of 10 days in the Bigelow Auditorium, making the room unavailable to other programs for an extended period of time. The show required constant staffing in the auditorium by a member of the Friends, which has become increasingly difficult to support. Alternatives are being explored.
- Margaret has been asked to join the board of the newly formed Central MA Library Advocates (CMLA) organization. The purpose of the group is to advocate state legislators on library funding and educate libraries on issues facing the library community. Margaret has also volunteered to serve as an American Library Association mentor to a librarian in western MA who would like to advance her career.

Committee Reports:

- Foundation:
 - Nena and Margaret met with the Parent-Teacher Organizations at both the Kane and Whitcomb Schools in April to share information about the library renovation project.
 - The Foundation met in April to provide its members with general updates. The group is waiting to learn more about the funding for Marlborough's library renovation proposal when the state releases its FY19 budget, expected to be in early July.
- Friends:
 - The Friends' Annual Meeting will be held on June 13 at Employment Options and will include a tribute to the late Ray Johson.

5. Old Business:

- Ray Hale notified the board that Margaret's Annual Performance Review has been signed and placed on file. The updated Director's Contract and Job Description were also approved by the Assistant City Solicitor and the City Auditor, signed by the appropriate parties, and placed on file.
- The Trustees will have a table at the Mayor's Ball on May 5.

6. New Business:

- None.

7. Adjournment: *A motion to adjourn passed at 7:43pm (Kyle/Ripley)*

Minutes submitted by Janice Merk.