

Marlborough Public Library Board of Trustees
Meeting Minutes

October 6, 2020

Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:05pm

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

Board Members Absent: Robyn Ripley

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the September 1, 2020 meeting
3. Trust Fund/State Aid report for September 2020
4. Director's Report
5. 2021 Proposed Calendar
6. Letter from Marlborough Historical Commission

Proceedings:

1. **Minutes:** *A motion (Haas/Bloomquist) to approve the minutes from the September 1, 2020 meeting was passed.*
2. **Trust Fund Reports:** *A motion (Merk/Khosla) to approve the trust fund reports for September 2020 was passed.*
3. **Director's Report:**
 - The construction documents for the library renovation and expansion project are about 75% complete and are on track to be submitted to the Mass Board of Library Commissioners (MBLC) by the January 2021 deadline. Once these documents are approved by the MBLC, the City will receive the third installment (of five) of the \$10.2 million construction grant. At that point, the project team will work with city leaders to determine the right timing for sending the project out to bid. The grant requires the City to sign a contract with the winning bidder by June 30, 2022.
 - It is a tradition within the library community for libraries with recently completed building projects to share surplus shelving at no cost with libraries about to undergo similar projects. The Weymouth Public Library has notified Margaret that they have shelving ready for pickup and she is coordinating pickup and storage

with the Marlborough DPW. When the time comes, having these temporary shelves set up in advance will make the move to Walker Building faster and more efficient.

- Margaret has continued to work on the library reopening plan. As part of that effort, a detailed assessment of staffing requirements has been prepared. This document calculates the actual number of hours required to complete normal library operations (programming, ordering materials, stocking shelves, supporting patrons, etc). It also includes staff requirements for the new set of tasks related to safe operations during the pandemic, including scheduling and tracking appointments, monitoring people entering and leaving the library to ensure capacity limits are maintained, sanitizing public areas after patron use, and continuing with the very popular curbside pickup service.
- Margaret shared with the board a number of messages of appreciation that the staff has received. The small staff continues to go above and beyond to serve the community, and the many notes of thanks (as well as treats!) they receive from patrons daily reaffirm the important role the library plays for the citizens of Marlborough, most especially during difficult times.
- Margaret has submitted the MPL's annual statistical report and financial reports to the Mass. Board of Library Commissioners, as required by the State. The reporting period is for FY20 from July 1, 2019 through March 2020, since most libraries shut down in March.

4. Committee Reports:

- Marlborough Public Library Foundation:
 - MPLF Chair Nena Bloomquist reported that a letter updating donors on the status of the renovation and expansion project was sent. The Foundation is looking forward to the completion of the renderings of the new facility, which will be used to educate the community as well as for the capital campaign.

5. Old Business:

- Margaret shared a letter she received from Bob Fagone, Chair of the Marlborough Historical Commission, recommending that the library house and display the historic Marlborough Proprietor's Book, which was most recently stored in the City Hall vault. The Board asked Margaret to discuss this request with the Mayor. *A motion (Brewin/Bloomquist) to table further discussion on this topic until next month was passed.*

6. New Business

- Margaret has prepared calendar outlining the holiday hours and amnesty/no fines periods for 2021. *A motion (Kholosa/Bento) to accept the calendar was passed.*

7. Adjournment: *A motion (Hass/Bloomquist) to adjourn was approved at 8:07pm.*

Minutes submitted by Janice Merk.