

Marlborough Public Library Board of Trustees
Meeting Minutes

January 5, 2021

Bigelow Auditorium, Marlborough Public Library and Microsoft Teams

Meeting called to order by Tom Abel at 7:03pm

Board Members Present in Bigelow Auditorium: Fred Haas, Nena Bloomquist, Janice Merk, Rustin Kyle, Bill Brewin, Karen Bento

Board Members Present on Microsoft Teams: Tom Abel, Samantha Khosla, Robyn Ripley

Also Present in Bigelow Auditorium: Margaret Cardello, Library Director; Mark Gibbs, Marlborough IT Director

Also Present on Microsoft Teams: Samantha Perlman, Marlborough City Councilor

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the December 1, 2020 meeting
3. Trust Fund/State Aid report for December 2020
4. Director's Report
5. Naming Opportunity Memorandum of Agreement for Cattarin Family

Proceedings:

1. **Minutes:** *A motion (Brewin/Haas) to approve the minutes from the December 1, 2020 meeting was passed via a roll call vote.*
2. **Trust Fund Reports:** *A motion (Brewin/Bloomquist) to approve the trust fund reports for December 2020 was passed via a roll call vote.*
3. **Director's Report:**
 - The new pickup schedule for the Contactless Holds Pickups program launched on January 4. Patrons have been pleased with the change and appreciate having a broader window to collect their requested items.
 - The construction documents for the library renovation and expansion project have been completed and submitted to the MBLC. Margaret and the project team (architects and project manager) will meet with the MBLC next week to address any outstanding questions they may have. Once the MBLC Building Consultants approve the documents, the City can request the third grant payment of \$2,037,325. The City must now determine when to place the project out for bid. The grant stipulates that a signed construction contract must be in place by June

30, 2022.

- The Library Building Committee met on December 10 to review the latest renderings and schedule. Margaret has posted the renderings on the library website to share them with the public. The next meeting is expected to take place in March, when the parking plan will be discussed.
- The Children's Librarian, Jennie Simopoulos, ran several holiday programs in December that once again illustrated the staff's creativity and determination to serve patrons of all ages during the pandemic. The programs included making pop-up cards, science experiments, themed story times, and other crafts. Individual activity boxes were provided to children who registered. Margaret estimated approximately 30 children registered for each program, and all activities were very well received.

4. **Committee Reports:**

- Marlborough Public Library Foundation:
 - MPLF Chair Nena Bloomquist shared that the Cattarin family of Marlborough has made a generous donation to the Foundation's Capital Campaign. In recognition of their support, a study room in the new facility will be named for the family. Nena presented the Naming Opportunity Memorandum of Agreement to the board for approval. *A motion (Kholza/Bloomquist) to approve the Naming Opportunity Memorandum of Agreement was passed via a roll call vote.*
 - Nena also shared that her children surprised her over the holidays by making a similar donation to the Capital Campaign, in honor of her dedication to the library. A study room in the new library will be named for the Bloomquist-Farrell family. The Memorandum of Agreement will be submitted to the Trustees at the next meeting.
 - The Foundation will be sending tax receipts to donors in January.

5. **Old Business:**

- Margaret received a formal letter from the City Solicitor which contains the language previously accepted by the Trustees concerning the restoration, preservation, and ownership of the Book of Town Records from 1666 to 1698. *A motion (Brewin/Kyle) to accept the letter was approved via a roll call vote.* Following the approval, Margaret said that she would investigate digitization and restoration options for the book.

6. **New Business**

- The annual election of officers took place at this meeting. Having received no nominations for the positions of Chair, Vice Chair and Secretary, Tom proposed

the existing slate of officers serve for another year. All were in agreement, and the board elected Tom Abel as Chair, Bill Brewin as Vice Chair and Janice Merk as Secretary for the coming year.

- Bill asked Margaret if there were plans to vaccinate the staff prior to the library's reopening. Margaret has not received information regarding that from the City. City Councilor Samantha Perlman noted that the City is following the vaccine distribution guidelines established by Governor Baker's administration.
- Nena informed the Trustees that the local high schools were putting together their Scholarship Booklets for graduating seniors. The board discussed revising the essay question used for the Trustees Scholarship to have students reflect on the challenges of this past year. Nena agreed to develop a new question.

7. Adjournment: *A motion (Kyle/Bloomquist) to adjourn was approved at 7:32pm.*

Minutes submitted by Janice Merk.