

Marlborough Public Library Board of Trustees

Meeting Minutes

September 7, 2021

Meeting Held at Walker Building

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

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

Also Attending: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the June 1, 2021 meeting
3. Trust Fund/State Aid reports for June, July, and August 2021
4. Director's Report
5. Hotspot Lending Policy

Proceedings:

1. **Minutes:** *A motion (Ripley/Bento) to approve the minutes from the June 1, 2021 meeting was passed.*
2. **Trust Fund Reports:** *Three motions (each by Bloomquist/Brewin) to approve the trust fund reports for June, July, and August 2021 were passed.*
3. **Director's Report:**
 - Margaret reported that visits to the Walker Building have steadily increased as more people come to explore the temporary space. Staff has added additional small tables to the hallway in response to requests for more work/study space.
 - The Mayor approved Margaret's plan to expand the library's hours to a total of 59 hours/per week. Currently, the library is open from Monday – Friday from 9am – 5pm, with no weekend hours. The new schedule will be Monday – Thursday 9am -7:45pm and Friday and Saturday 9am – 5pm. To accomplish this, Margaret will hire to backfill positions that were cut during the pandemic. These include a FT Young Adult Librarian, a FT Youth Services Librarian, 2 PT Reference Librarians, 4 PT Clerks and 4 Library Pages.
 - Library Renovation and Expansion update:

- The City has signed a contract with M. O'Connor Contracting Inc (MOCC). This contractor has extensive experience with library construction projects throughout Massachusetts.
 - A meeting was held on Sept 1 with representatives from the City, the architects, the project owner, and MOCC to discuss process and timeline.
 - A Groundbreaking Ceremony is scheduled for Sept 21 at 35 Main Street on the front lawn outside the Children's Room. Margaret is working with the Mayor's office on the details of the groundbreaking and has prepared a draft invitation, program, attendee list, and schedule. The Trustees congratulated her on the excellent advanced preparation she has done in anticipation of the groundbreaking. Following the ceremony, MOCC will begin installing fencing around the entire construction site.
- Margaret worked with the MPL Foundation and the City's IT department on a Letter of Intent to the Cummings Foundation requesting \$100,000 to fund technology in the new library. If accepted, the MPL Foundation will be invited to apply for the grant.
 - The library has received 15 new mobile hotspots from the State. During the pandemic, demand for hotspots was extremely high. Massachusetts is using federal COVID funds to roll out an extensive hotspot borrowing program at libraries throughout the state. Previously, the MPL only had 6 hotspots available, so this is a significant expansion for the community. Since the new hotspots are funded with federal money, they must include a filtering option that can be turned off at the patron's request. The MBLC has also asked that libraries charge a lower fee if the device is lost or not returned. (In that situation, the MPL has the ability to shut off the device's operation, and the State will replace the unit at no charge.) Margaret requested the Trustees approve a change to the MPL's Hotspot Lending Policy to reflect the filtering option and lower lost fee. *A motion (Bloomquist/Kyle) to amend the Hotspot Lending Policy as requested was approved.*

4. Committee Reports:

- Marlborough Public Library Foundation:
 - Janice Merk, MPLF Vice President, updated the Trustees on the Foundation's efforts to continue educating the community about the building project and recruit donors. Materials are being updated to reflect the beginning of construction and latest timeline. Several press releases are in the works to publicize recent donations. The Foundation is also participating in the Food Truck Festival on September 19 as another way to spread the word. Nena Bloomquist, Capital Campaign Chair, provided information recent donations and the Foundation's ongoing efforts to connect with major donors. The Groundbreaking Ceremony will provide

the Foundation with an excellent opportunity to introduce potential donors to the project by inviting them to the groundbreaking.

5. Old Business:

- None.

6. New Business:

- None.

7. Adjournment: *A motion (Khosla/Ripley) to adjourn was approved 8:03pm.*

Minutes submitted by Janice Merk.