Marlborough Public Library Board of Trustees

Meeting Minutes

November 14, 2022

Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:03 PM.

Board Members attending:

Tom Abel

Nena Bloomquist

Bill Brewin

Fred Haas, Chair

Samantha Khosla

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending:

Margaret Cardello, Library Director

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for October 4, 2022

Trust Fund/State Aid Reports for October 2022

Director’s Report

Proceedings:

1. **Minutes:** A motion to approve the minutes for the October 4, 2022 meeting was passed (Abel, Ripley).
2. **Trust Fund Reports:** A motion to approve the Trust Fund Report for October 2022 was passed (Abel, Khosla).
3. **Director’s Report November 2022:**

Construction

Work continues on closing up the building before winter. Temporary lighting and heating will help make it winter ready.

Work on the front façade should begin this fall when the elements above the front entry are disassembled, and brought off site for evaluation and restoration. This is a lengthy process with work projected to be in progress after our facility is open to the public. Special arrangements will be put in place to allow for safe use of the West Main St. egress for emergencies.

I have asked for a meeting to review our steel shelving needs and to place our order. The lead time for steel shelving has been considerable so it is something best done right away. We will also be reviewing our furniture plan to see how current pricing compares to our budgeted amount.

Staffing

We have hired a new Library Page. Leyalyn Grenfell-Lee is a Marlborough resident who is also a student at the Macomber Center in Framingham. She will begin work on October 31.

We continue to try to hire a PT Reference Librarian. We have advertised several times with no luck. One reason is that there are several libraries that have been looking for both PT and FT Reference Librarians. We are contemplating implementing a plan b which would involve hiring a circulation staff member instead so that we have sufficient people to safely open the building.

We have compiled 2023 holidays that we then program into our Evergreen library software. The library calendar now better aligns with City Hall. In the most recent MMEA contact the library will now follow City Hall and close at noon on the day before Thanksgiving and Noon on New Year’s eve. When the City provides funding for the library to be open on Sundays in the new building the calendar will need to be revisited for any Sunday holiday closures.

Programming

Staff are in the midst of fall programming.

For teens there is a 9 week in person coding class. Our Teen Librarian, Rachel Stone, is also promoting a TAB (Teen Advisory Board) that will provide input on collections, programs at the Walker Building and at our new facility.

We continue to offer weekly Read to a Dog program with Dublin who is a “great listener”.

The Virtual Crafty Club is focusing on Halloween and fall projects in upcoming months.

For adults the staff will provide an overview of Worcester Public Library’s Talking Book program and the services they provide to visually impaired patrons.

Staff handed out event calendars and small prizes to participants in Main Street’s Horribles Parade on October 27.

Collections

I would like your approval to purchase a new Venmill DVD buffer machine with State Aid funds. These machines are used by most libraries to buff out scratches on DVDs and therefore, extend their life for many more circulations. Staff have researched the models and spoken to libraries who use the preferred model. The cost to purchase the machine which includes the startup supplies is $999.

Submitted by
Margaret Cardello
October 28, 2022

A motion to approve the purchase of a new Venmill DVD Buffer machine was passed (Merk, Ripley).

Janice Merk and Margaret Cardello met with Maureen Sullivan from the Community Advocate today to discuss the progress of the library renovation and expansion.

1. **MPLF**: Janice Merk reported that on November 4, 2022, Margaret Cardello, Bill Keyles and Nena Bloomquist of the MPLF participated in a photo opportunity with State Senator Eldridge and State Representatives Gregoire and Gentile for the presentation of the $300,00 earmark from the State to the MPLF. Margaret is working on the process of setting up an account to access the funds so they may be passed on to the City. These funds need to be spent by June 30, 2023.

To date, we have raised $1.3 million dollars.

Our next meeting is Thursday , November 17, 2022. We are working on an online donation form to put on our Facebook page.

1. **Executive Session**: A motion to go into executive session was passed by a roll call vote (Ripley, Bloomquist) and the executive session began at 7:45 PM. A motion to return to the regular meeting was passed by a roll call vote (Brewin, Ripley) and the executive session was ended at 8:27 PM.
2. **New Business**:Janice Merk inquired about progress on a new trustee to replace Karen Bento. Margaret Cardello reported that there is no progress at this time.
3. **Adjournment**:A motion to adjourn was passed at 8:31 PM (Brewin, Abel).

Respectfully submitted by Nena Bloomquist