Marlborough Public Library Board of Trustees

Meeting Minutes

January 3, 2023

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

Fred Haas, Chair

Samantha Khosla

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending:

Karen Mattes, MPL Head of Materials Management

Jason Homer, Future Trustee

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for December 6, 2022

Trust Fund/ Sate Aid Reports for December 2022

Director’s Report

Proceedings:

1. **Minutes**: A motion to approve the minutes for the December 6, 2022 meeting as corrected was passed (Abel, Merk).
2. **Trust Funds Reports**: A motion to approve the Trust Funds Report for December 2022 was passed (Abel, Ripley).
3. **Director’s Report**:

Construction

The roof shingles are on, and the exterior brick is visible on both Witherbee and West Main Streets. Windows are also being installed. The “soldiering” on the exterior windows serves as an architectural feature that adds interest to the windows. Margaret has noticed this on the Walker Building and it does add interest to what might be plainer looking windows. Some of the features that are being completed show glimpses of the final product. All of the elements that button up the exterior allow the interior work to proceed this winter, such as drywalling, taping and electrical wiring. A meeting next week will review how the permanent electrical power will be brought into the building.

MOCC, our General Contractor, will be issuing a detailed plan for the front façade work. The subcontractor has performed a laser scan of the terra cotta in place. The next step is to dismantle the elements some of which has already begun. The items are then shipped to NY for fabrication and restoration work. The project completion date is still likely to be after the library’s opening which is scheduled for the spring of 2023. Since the West Main Street entrance is for emergency egress only, all of the staging will be set up to not impede access.

Staffing

We are pleased to have Erin McGrady join us on December 27 as our new PT Reference Librarian.

Staffing has been uneven as people continue to be impacted by COVID, the flu, seasonal colds and other illnesses. Margaret is proud of the way the staff has pulled together to cover each other’s shifts. Supervisors have also been willing to make planned and last-minute night switches to make sure we are adequately staffed. Jean Shelton has been trained on the circulation desk and will be able to help out as needed. Jean recently got married and her name will soon change to Jean Butler.

New Director

Margaret continues to organize her files and work on a schedule for Sara and my time together beginning January 9 through January 13. We will cover such topics as City Hall resources, FY23 and FY24 budgets, CW MARS, MBLC, staffing, the annual calendar of events and the renovation/addition project, including the design, construction and reporting requirements. We have been in touch via email, and Margaret is looking forward to their transition time.

Samantha suggested a few trustees be at the library to greet Sara on her first day. Janice suggested we create an onboarding committee for Sara. Janice, Tom, Samantha and Nena volunteered to do that.

1. **Marlborough Public Library Foundation**

Janice reported that we have checked with the city re zoning for banners on the fence at the construction site and the library is exempt from any restrictions. The Foundation has decided that only donors who gave $100,000 or more may make their own banner. St. Mary’s banner is ready to be put up and the Foundation is still working on creating our own.

1. **Old Business**

Director Search

Our search was successful. Fred worked with the city Human Resources Department to get the contract ready and shepherded it through the process to get it signed. The contract has now been signed and Sara Belisle will be starting as our new director on January 9, 2023. The trustees thanked the search committee for their work.

Communications plan for announcing the new director

Janice will write a press release and reach out to the media. Nena will contact Trish Bernard to find out how the Mayr’s Office would like us to proceed with the announcement. Jason said it is not atypical for the announcement of the new director to be made before they start.

1. **New Business**

Trustee Scholarship

The trustees discussed the prompt and decided to write a new one – “What is the role of a public library in today’s digital age?”. The requirements for applying, the length of the essay and format will stay the same. The return date for the application and essay was set as March 27, 2023. A motion to approve the new question and application was passed (Bloomquist, Abel).

1. **Adjournment**

A motion to adjourn was passed at 7:32 PM (Abel, Ripley).

Respectfully submitted,

Nena Bloomquist

Trustee, Marlborough Public library