

Marlborough Public Library Board of Trustees
Meeting Minutes

March 5, 2019
Children's Story Room, Marlborough Public Library

Meeting called to order by Tom Abel at 7:10 PM.

Board Members Present: Tom Abel, Karen Bento, Nena Bloomquist, Fred Haas, Samantha Khosla, Rustin Kyle, Robyn Ripley

Absent: William Brewin, Janice Merk

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from February 5 Meeting
3. Trust Fund Reports from February
4. Director's Report
5. Estimated Library Project Timeline

Proceedings:

1. **Minutes:** A motion to approve the meeting minutes from the February 2019 meeting was passed (Ripley, Khosla).
2. **Trust Fund Reports:** A motion to approve the Trust Fund Reports for February 2019 was passed (Khosla, Ripley).
3. **Director's Report:** (See attached for more details)
 - A. Building:
Margaret has worked with Bev Sleeper, City Procurement Officer to begin the process for hiring an Owner's Project Manager (OPM). A Selection Committee has been formed. Approximately 30 parties have expressed interest. Margaret and Ms. Sleeper have also discussed working with LLB for architectural services and have asked for a proposal

outlining the costs going forward. LLB has said they will redo the schematic drawing for no cost.

Margaret has provided the Trustees with an “Estimated Library Project Timeline”. She emphasized that this is a fluid timeline.

Margaret and 4 others toured the new library in Woburn and came away with many ideas. Andrea Bunker, the former Library Director in Woburn, is now with the MBLC and will be the Building Consultant on our project. Margaret thinks she will be very helpful having just gone through the process herself.

B. Outreach:

The Library has processed 2 of the 4 Scholarship checks for winners of last year’s scholarships.

Margaret attended a Climate Community Resilience workshop on Feb. 7, a Legislative Breakfast in Northborough on Feb. 8 and Library Legislative Day in Boston on Mar. 5. She also attended the Mayor’s State of the City Address on February 25.

The library’s new website launched on February 15 and has been well received.

Margaret reached out to Dan Riley, principal of Marlborough High School about digitizing MHS Yearbooks. He was very receptive to the idea and Margaret plans to get the project started.

C. Friends of the Marlborough Public Library:

Margaret had an informal meeting with Friends President Mary Rowe. They have not reached a consensus regarding changes to their operational model or bylaws. Their annual meeting will be June 5. Margaret, Tom, Rustin and Samantha propose to meet with the officers of the Friends to discuss the future of the organization.

D. Vacation: Margaret will be on vacation from Mar. 13 to Mar 22 and Morgan Manzella will be in charge during that time.

4. **Marlborough Public library Foundation:**

The MPLF will begin asking donors who made pledges contingent on City Council Approval to begin honoring those pledges.

Margaret noted that we are hoping to use PEG money to pay for some of the new technology needs of the new library.

5. **Old Business:** The scholarship applications are available at the high school, the library and AMSA. Nena will pick up the submitted applications and essays before the next meeting and distribute them with a grading rubric to the Trustees so that we may discuss them at the next meeting.

6. **New Business:** none

7. **Adjournment:** A motion to adjourn was passed at 8:12 PM (Ripley, Kyle).

Minutes submitted by Nena Bloomquist