

Marlborough Public Library Board of Trustees

Meeting Minutes

September 6, 2022

Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:00 p.m.

Board members attending:

Bill Brewin

Fred Haas

Samantha Khosla

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending: Margaret Cardello, Library Director

Documents reviewed/referenced:

1. Agenda
2. Minutes from June 7, 2022 meeting
3. Trust Fund/State Aid Reports for June and July 2022
4. Director's Report

Proceedings:

1. **Minutes:** A motion (Kyle, Ripley) to approve the minutes from the June 7, 2022 meeting was passed.
2. **Trust Fund Reports:** A motion (Brewin, Kyle) to approve the Trust Fund for June 2022 reports was passed. A motion (Brewin, Ripley) to approve the Trust Fund for July 2022 reports was passed.

3. Director's Report:

- Margaret updated the Trustees about the construction project. The roof layers have been installed and the steel framing is in progress. While waterproofing the foundation, the basement plumbing was rerouted to avoid drilling through more ledge. The site has been backfilled to compact the soil.
- Margaret and her staff met with TechLogic to review specifications for library materials security and self-check systems. A conduit will be installed in the concrete floors to set up the system efficiently with no exposed wires.
- During the renovation of the Carnegie building, a vaulted ceiling was uncovered in the West Main Street vestibule. To allow this original feature to be viewable, the interior doors of the West Main Street entrance will be removed.
- The interior design team of LLB Architects met with library staff to propose flooring, tile and wall choices. Materials have been ordered to avoid supply chain issues later. Estimated delivery of materials is 7-8 months.
- Margaret meets weekly with the architect and OPM team, the General Contractor, and MOCC to review outstanding issues and receive progress reports.
- On August 5, Barbara Vigil, Principal Clerk, retired. Barbara contributed to the library in innumerable ways and is missed. Among her duties, she was responsible for payroll, processing invoices and creating purchase orders. Margaret and Morgan Manzella are filling these functions in the interim. In response to HR's posting on Indeed and Monster, the library received 70 applications. Margaret and the staff have interviewed several people with the requisite finance qualifications and have invited 2 candidates for a second interview. Our current project architect will be leaving, and Jeff Porter, who has been with LLB for 8 years and has lots of experience with municipal projects, will be our new architect.
- Reference Librarian James Thibeault who joined the staff in March 2022 left in June 2022 for a full-time position. The position was offered to Maria Lentini, on staff at the Goodnow Library in Sudbury. She accepted initially, but withdrew shortly before the Board meeting.
- Library Pages Owen Mahoney and Dorothy Alexander departed to go to college. The library has one page, Jacqui Cruz a MHS student. The position pays \$10.56 per hour. There have not been many applicants. Margaret will follow up with colleagues at MHS to try to recruit more Pages.

- In June, the staff promoted the Summer Reading programs at the schools. Rachel Stone, Teen Librarian, registered 53 students for library cards. Jennie Simopoulos, Children's Librarian, hosted summer programs in the temporary space in the Walker Building and also hosted hybrid events. The outdoor events in the gazebo were especially popular.
- For the summer reading program, 121 children registered via Beanstack. Children read over 117,705 minutes. The Library hosted 53 programs: 14 virtual and 39 in-person. 140 children attended virtual programs and 403 attending in-person programming. Among teens and tweens, 27 signed up for the summer reading program and logged 35,000 minutes of reading. The Library hosted 22 programs for teens with over 150 attendees. Teen programming included on-site arts and crafts, Dungeons and Dragons club, yoga, comedy performance, and a take-home baking kit.

4. Marlborough Public Library Foundation:

- Janice Merk reported that the Foundation has raised \$1.33 million so far.
- Illegible things.
- The MPL Foundation plans to engage with the Marlborough Economic Development Commission to promote the library campaign. There has been no activity with the Chamber of Commerce this summer.
- More illegible things.
- The Library parade float won the Judge's award at the Memorial Day parade.
- Ginger Ryan and Dan Verrico have returned to the MPL Foundation.
- Members of the MPL Foundation will host a table at the Marlborough Food Truck Festival on September 18 to promote the Library renovation fundraising campaign.

5. Old Business: N/A

6. New Business: N/A

- 7. Adjournment:** A motion (Ripley, Brewin) to adjourn and to into executive session was passed at 8:01 p.m.