Marlborough Public Library Board of Trustees

Meeting Minutes

May 2, 2023

Meeting held at the Walker Building

The meeting was called to order by Fred Haas at 7:10 PM.

Board Members attending:

Bill Brewin

Nena Bloomquist

Fred Haas, Chair

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending:

Sara Belisle, Library Director

Morgan Manzella, Assistant Library Director

Anna Goering, Circulation Staff

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for March 7, 2023 and April 4, 2023

Trust Fund/ Sate Aid Reports for March 2023 and April 2023

Director’s Report

1. Minutes: A motion was made and approved to accept the minutes from the March 7 2023 and April 4, 2023 (Kyle, Ripley).
2. Staff Guest: Director Belisle introduced us to Anna Goering, a staff member working in the circulation department. Ms. Goering worked for the library before the pandemic and is very happy to be back. She is learning the new procedures that will be in pace in the new library. She enjoys the contact with the patrons and the fact that every day is different, requiring the ability to think on your feet.
3. Trustee Funds Reports: Director Belisle reported that the interest payments from January and March have been posted. The library has purchased a program called Wowberry to handle new book alerts and book recommendations for the MPL website. They have purchased software for management of museum passes and the library calendar. The State Aid money is reserved for the new furniture, a $170,000 open Purchase Order with Tucker Interiors.. A motion was made and approved to accept the Trustee Funds Reports for March and April 2023( Merk, Kyle)
4. Director’s Report:

**Building Project:**

Director Belisle reported that the transformer arrived and was installed on April 24 and will be hooked up on May 3. Then the construction team will be able to finish work on the elevator and the building will have power. However due to some supply chain issues with the delivery of some of the flooring, the minor delay in getting the transformer, and the fact the construction company hit ledge again when excavating for the courtyard retaining wall, the project is officially delayed. There isn’t an official date of substantial completion yet but it looks like July 31st. The delay has been communicated to the mayor’s office.

Director Belisle, Assistant Director Manzella, and Dan Jackson met with the moving company to go over preliminary information about how the move will happen and who will do what. The moving company will only be moving and shelving the books which will take about 3-4 days. Facilities will be moving any furniture and shelving that is being brought over. During the library Supervisor’s meetings, discussion was had about how best to manage the move while also ensuring the community has access to Human Services. Discussion around how best to communicate to the public that we’re closing our temporary space and when the new library will be open. One idea that came from another library was to do a city-wide post card mailing like what the Foundation is doing.

Coordination with IT has been going well to get all the new technology ready for the building. Director Belisle and Assistant Director Manzella have been meeting with them along with tech support from other companies to ensure that everyone is on the same page.

**Budget:**

End of year spending wrap up is upon us. Director Belisle doesn’t anticipate any issues with spending down all discretionary funds in the library budget. Due to staff turnover and low staffing numbers, the salary lines in the budget will not be totally spent. We need to spend $8000 from State Aid to make our collection acquisition requirement. A motion was made and approved to spend $8000 from State Aid funds on collection acquisition to reach our State Aid requirement (Brewin, Merk).

Director Belisle received back the budget that is being submitted to City Council for approval. Her request for the two new full-time positions was included along with the pay increases for Part-Time Reference Librarians and Pages, increases in Library Supplies and Programs. Pay increase for Assistant Director was not included and there was a $2,796 cut in the Library Materials line. We will need to spend $30,000 from State Aid funds to make our collection acquisition requirement.

**Staff :**

2 new part-time staff in Circulation have started. Anna Goering who previously worked for the library and Ollie Ambrosino who has worked at other libraries before and has a background in theater. Director Belisle and Assistant Director Manzella have been continuing to interview possible candidates for all the open positions. The struggle has been finding suitable candidates for the Children’s department. Director Belisle is considering trying other ways to post the position to attract more candidates.

National Library Week and the staff appreciation that went along with it was very well received. Director Belisle purchased nice canvas Marlborough Public Library bags and a variety of snacks for staff.

Director Belisle is developing the training plan that will be conducted during the time the temporary library is closed. On top of technology and policy training, she’d also like to offer emergency preparedness training. Director Belisle is working with the Marlborough Police Department to arrange an active shooter training, which they already do at various locations around the city.

**Outreach:**

Director Belisle attended the Tackle Box Book Club which had about 40 attendees. She talked about the new library, how to sign up for a library card, promoted Libby and shared information with them about how eBook lending works in libraries, and answered any questions about the new library. A popular topic was whether the library will be accepting book donations. Director Belisle and Nena Bloomquist were at Lost Shoe on April 23rd to sign folks up for library cards and promote the foundation. Director Belisle signed up 7 people for library cards many of whom moved to Marlborough within the last year. It’s a popular spot for new residents to visit. Mickey O’Hara, one of the part-time reference librarians, has forged a partnership with The Recovery Connection in Marlborough. He will be teaching tech classes there. Annie Glater, Head of Circulation, attended a webinar about partnering with Massachusetts Trial Courts to become a partner library in their Access to Justice program. By becoming a partner library, we would give folks who need to attend a virtual court hearing access to the technology and space needed. The library will be pursuing this partnership once they are in the new building as the study rooms and laptop offerings are perfect for this. Director Belisle signed agreements with LibraryMarket for the new calendar system and Assabet Interactive for museum passes. Karen Mattes, Cataloger, is leading the team with the setup of the new calendar and room booking. It’s an 8 week process to get everything setup. The hope is to go live with the calendar as soon as it’s ready and the room bookings once they are close to opening the new library. The museum pass system will be worked on this coming month with a goal of going live in June. Assistant Director Manzella will work with Civic Plus to get the website updated once everything is ready to go for both of these systems and staff are trained on the new software.

**Policy Work**:

In June, the board will be reviewing the Meeting Room Use Policy. Director Belisle is working with DPW first to agree upon how the after hours community room booking will be managed.

1. Marlborough Public Library Foundation: The Thousand Champions Campaign has launched and several contributions have already come in. Director Belisle and Trustee Bill Brewin will attend the Chamber of Commerce Dinner on May 4. MPLF Vice Chair Janice Merk will attend the Family Fun Fair at Ward Park on May 7. Materials about the MPLF and the Thousand Champions Campaign will be available to hand out at both events
2. Old Business:

Trustee Scholarship: Due to concerns about the authorship of several essays that came up after the last meeting, a motion was approved to award the Trustee Scholarship to the second and third place winners of the vote held at the previous meeting (Ripley, Brewin).. A motion to allot $2000 for this year’s scholarship winners, $1000 each, was approved (Brewin, Bloomquist). The Trustees will revisit the requirements and prompt for the trustee Scholarship at the November 2023 meeting.

1. Adjournment: A motion to adjourn was passed at 8:08 PM (Ripley, Merk).

Respectfully submitted,

Nena Bloomquist

Trustee