Marlborough Public Library Board of Trustees

Meeting Minutes

November 7, 2023

Meeting held at the Marlborough Public Library

The meeting was called to order by Fred Haas at 7:06 PM.

Board Members attending:

Tom Abel

Bill Brewin

Nena Bloomquist

Fred Haas, Chair

Jason Homer

Samantha Khosla

Rustin Kyle

Robyn Ripley

Also attending:

Sara Belisle, Library Director

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for September 5,2023

Trust Fund/ State Aid Reports for September 2023

Director’s Report

Collection Development and Management Policy & Reconsideration Form

Proceedings:

1. Minutes: A motion to accept the minutes for the October 3, 2023 meeting was passed (Abel, Kyle).
2. Trust Funds/ State Aid Report: Director Belisle reported that O’Connell fund was used to pay for refreshments and supplies to hang the art installation for opening day. The piano storage bill had been paid and the piano is coming back. State Aid funds were used to pay the invoice for the library calendar software. St. Mary’s Credit Union has paid for the Museum of Science pass. A motion to accept the Trust Funds/State Aid Report was passed (Abel, Ripley).
3. Director’s Report:

Building Project:

The issues with the sidewalks are set to be resolved this November in 3 phases. Phase 1 will be from the lower accessible parking spaces to the switchback by the church side of the property, phase 2 will be from the upper accessible parking spaces to where phase 1 ended, Phase 3 will be from the far west end of the parking lot to where phase 2 left off. Each

phase will last a week. Phase 2 will be the most disruptive as we will have to block entrance to the library on the 2nd floor. Hopefully, the work will be completed by Thanksgiving and the winter work shutdown.

Work on Witherbee street has begun with the hope to have the first layer of the parking lot across the street done so it can be used over the winter when work is paused.

The courtyard has been reworked to allow for better drainage. Bluestone caps have been installed.

The Local History room is almost complete. Once it is completed, we’ll have our bookcases moved back in to the room and bring the collection upstairs. Fireplaces have had their bluestone hearths installed. Director Belisle will now look into what to put inside the fireplaces. The old outside planters were refinished and installed. The new wood doors for the Carnegie Lobby are predicted to be delivered the week of November 13th but the delivery date has been pushed out before so we will see.

Director Belisle and Assistant Director Manzella will be identifying locations to hang some

of the watercolor paintings in the library collection. These will be rotated out periodically so the entire collection will be showcased over time. A storage system is going to be installed in the basement storage rooms that will allow us to store the painting collection in a safe way. A rail system will be installed in the café to better support the community art shows. Jason Homer asked if we need to formulate an art policy.

Staff

Anna Goering has accepted the position of Part-Time Reference Librarian. Anna is halfway

through her MLS program and we are thrilled to have her join the Adult Services Department. Her first day is November 13th

Annie Glater, Head of Circulation, has submitted her resignation. Annie has accepted a

position as a Reference Librarian at the Milford Public Library. Her last day is November

17th

Both of the positions these staff are vacating have already been posted to get a head start on the hiring process.

Assistant Director Manzella attended the Finance Committee meeting in Director Belisle’s absence while they discuss the two new library positions. Finance voted to approve the positions with a suspension of the rules regarding advertising. However, it was discovered by the city’s legal department that there is a Massachusetts law that forbids new positions and salary adjustments 3 months before an election. These two new positions will not be approved by city council until the next council is in place. The earliest it could get on their agenda is the second meeting in January. Tom Abel is going to cheek with the legal department to see if this is correct.

The staff thank you lunch from the Vin Bin is scheduled for Tuesday, November 7th. Director Belisle reported that the lunch went well and the staff was very appreciative.

IT

Director Belisle continues to work with the IT department and our IT vendors to finish setting up all our new services. It was decided that we wait to install the TechLogic self-check software until after they release their update. In the meantime, the Evergreen self-check is working out fine.

AV equipment for the Grice Community Room is almost all set. The last piece is a lens for

one of the projectors. Staff were trained on how to use the system and it works very well and can be upgraded in the future. It was used to successfully stream the candidate debate.

Library Staff are discovering lingering IT bugs to work through and Director Belisle is triaging most of these as some can be fixed in house and some we need to ask the IT department to work with us on. Scanning, copying and faxing are working as is the credit card payments.

Statistics:

We held 55 programs this past month with an estimated 600 people attending those programs. The biggest event was the Children’s Room grand opening Saturday festivities.

We had 226 study room reservations with 140 of those reservations being for the full 2 hours limit. 172 of the reservations were for only 1 person.

1. Marlborough Public Library Foundation:

Janice Merk was absent so Nena Bloomquist gave the report. To date we have 188 Champions donations. The program will continue until 12/31/23. Director Belisle will print posters of the Donor Wall to put up on the windows to encourage donations. Donations to date are $1.9 million. We received a $1,000 donation from Price Chopper.

1. Policy Subcommittee:
2. A Collection Development Policy is required by the state. Director Belisle reported that while our current policy is not too old it was too specific and needed to reflect intellectual freedom needs so the committee reworked the policy. The city’s legal department has already looked over and approved the new policy. The trustees were concerned with a section on page 3 of the policy. They asked that the words “or legal guardian” be inserted to read “parents or legal guardians” in the last sentence of the first paragraph. In Section V, trustees asked that the sentence beginning “Library patrons may request reconsideration” be amended to “Library patrons who are Marlborough residents may request reconsideration”. A motion was made and passed to approve the new policy as amended (Brewin, Ripley).

Trustees were told that objection forms must be reviewed in a public hearing so the person objecting is known.

1. The Trustees reviewed the Statement of Concern about Library Resources Form. Director Belisle explained that the term Resources refers to and includes art, displays, programming, books, and media in the library. The form will need to be filled out physically. It will not be available to fill out online. The Trustees requested that a line be added to the form for the patron’s library card number. A motion was made and passed to accept the amended form (Ripley, Khosla).
2. A motion was made and approved to accept the above form as a new procedure (Homer. Khosla).
3. Trustee Scholarship:

The new due date for submissions will be Thursday March 21, 2024. A motion was made and approved to change the essay prompt to “How has access to the Marlborough Public Library affected your life?” (Brewin, Haas).

1. Old Business:

Strategic Plan: Samantha Khosla suggested we look at Strategic Plans from other communities’ libraries. Our new plan will be due next October.

1. New Business:

Bill Brewin asked if we have anyone on the library staff who does grant writing. He feels this would be beneficial.

1. Adjournment: A motion was made and passed to adjourn at 8:34 PM (Brewin, Haas).

Respectfully Submitted,

Nena Bloomquist

Secretary

MPL Board of Trustees.