

**Marlborough Public Library Board of Trustees**  
Meeting Minutes

June 2, 2020

*Due to government orders prohibiting public meetings during the COVID-19 pandemic, this meeting was held online via City's Microsoft Teams.*

Meeting called to order by Tom Abel at 7:03pm

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

Also Present: Margaret Cardello, Library Director; Arthur Vigeant, Mayor; Steven Kerrigan, City Clerk; Wilson Chu, Assistant City Clerk; Scott Parmenter, Information Technology; Chloe Wing, 2020 Trustee Scholarship Recipient

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the April 28, 2020 meeting
3. Trust Fund/State Aid report for April and May 2020
4. Director's Report
5. Phase 1 service plan outline
6. 6. FY21 Library Budget with 3% and 6% cuts

Proceedings:

1. **Minutes:** *A motion (Bento/Bloomquist) to approve the minutes from the April 28, 2020 meeting was passed via a roll call vote.*
2. **Trust Fund Reports:** *A motion (Merk/Bloomquist) to approve the Trust Fund Reports for April and May 2020 was passed via a roll call vote.*
3. **Director's Report:** (see attached for more details)
  - Margaret provided the following updates on the building renovation project:
    - The demolition of the houses at 49 West Main and 28 Witherbee has been completed. Margaret was very pleased with the work done by the contractor. The lots will be seeded with grass for a more pleasant appearance until construction can begin.
    - Margaret reported that Mayor Vigeant attended the Library Building Committee meeting on May 14 and confirmed that he wants the design work to continue as planned to ensure we meet the MBLC's January 7, 2021 submission deadline. The MBLC grant requires construction to begin no later than FY22 (July 1, 2021 – June 30, 2022).

- The current staff of six has continued working on inventory and cataloging projects in preparation for the move. They have also been supporting requests from patrons coming in via email and telephone (most of which are seeking assistance with digital materials). A new weekly newsletter was created to share news and offer at-home activities. Regular social media outreach is ongoing, as is some live online programming, such as story time for children.
- Margaret has been participating in online discussions with other library directors through the state as she plans for the resumption of library services. It has been particularly informative to speak with her peers in urban libraries who serve a diverse population. As with the opening of other services in the state, MPL will take a phased approach focusing on services that can be provided while ensuring the safety of patrons and staff. Initially, the library will offer contactless curbside pickup for materials requested by patrons online.
- Margaret provided Trustees with two variations of a FY21 budget, one representing a 3% reduction and the other representing a 6% reduction. The Mayor has requested this information from all departments as part of the FY21 planning process, in light of the economic uncertainties caused by the coronavirus.
- Mayor Vigeant provided the Trustees with additional insights regarding both the budget reduction request and the renovation project. He explained that the City is working to understand the anticipated revenue losses from the economic slowdown. The State is doing the same, and is not expected to release local aid budgets until late July. Mayors around the state are exploring a variety of options to address the revenue losses, including asking the legislature if funds awarded from the CARES Act can be used to offset those losses, since they are directly related to the coronavirus pandemic. Given all the uncertainty, Mayor Vigeant requested a budget reduction analysis from each department head to ensure both City and State officials would fully understand the impact should that step be necessary. Regarding the building renovation, the Mayor reiterated his commitment to the project. He shared that he had submitted a request to the City Council to purchase another nearby property on Witherbee which would be used to further expand parking, easing a major pain point for patrons. The MBLC grant doesn't require construction to begin until June 30, 2022 at the latest, which gives the City time to better understand its financial situation. However, Mayor Vigeant wants the design process to continue as scheduled so we are ready to go as soon as the time is right.

#### **4. Committee Reports:**

- Marlborough Public Library Foundation:
  - MPLF Chair Nena Bloomquist noted that foundation has not met in the past several months due to the pandemic. However, donations and checks have continued to come in and she is beginning to plan for a resumption of fundraising activities as the State slowly reopens.

## 5. Old Business:

- Trustee Scholarships:
  - Chloe Wing, a scholarship recipient, joined the call so Trustees could congratulate her. The AMSA graduate will be attending Purdue in the Fall. She thanked the Trustees for the award, and Trustees wished her well in her academic career.

## 6. New Business

- Margaret expanded on her comments in the Director's Report regarding plans for the library reopening. MBLC guidelines were still pending at the time of the meeting, but she is in discussions with other city departments about changes that may be necessary, such as installing plexiglass, moving computers to ensure appropriate distancing, regular sanitization of high contact areas including bathrooms, air quality requirements, and requiring the use of masks by all personnel and patrons. A question was raised regarding whether library staff would be required to enforce public health regulations. The board agreed that the library would follow any procedures put in place at City Hall.

## 7. Adjournment: *A motion (Haas/Ripley) to adjourn was approved via roll call vote at 7:53pm.*

Minutes submitted by Janice Merk.