

Marlborough Public Library Board of Trustees
Meeting Minutes

September 1, 2020
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:08pm

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

Board Members Absent: Samantha Khosla

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the June 2, 2020 meeting
3. Trust Fund/State Aid report for June, July and August 2020
4. Director's Report
5. Library Reopening Proposal
6. Northeast Document Conservation Center estimates

Proceedings:

1. **Minutes:** *A motion (Bloomquist/Brewin) to approve the minutes from the June 2, 2020 meeting was passed.*
2. **Trust Fund Reports:** *A motion (Merk/Haas) to approve the Trust Fund Reports for June, July and August 2020 was passed.*
3. **Director's Report:**
 - Margaret provided the following operation updates:
 - The building has remained closed through the summer but has been staffed from 9am – 5pm Monday through Friday (6:30pm on Wednesdays) by the 6 staff members who were not laid off, and Margaret.
 - The contactless pickup service has been extremely well received by the community and is working very well. It has proven to be very labor-intensive, however. Supporting this important service, processing items that are being returned in accordance with COVID-19 safety guidelines, and supporting many patron calls takes up nearly all of the team's time. As a result, programming has had to slow down, the weekly news digest has changed to a monthly format, and collection updates have been sporadic. Processing of new items is also backlogged.

- The very high level of activity over the past few months demonstrates the important role the library plays for the citizens of Marlborough. From June 8 through the end of August:
 - 13,265 items were borrowed by MPL patrons
 - 2,500+ bags were prepared and picked up through the contactless pickup services
 - 10,482 items were checked in (books, movies and other items)
 - 20 virtual events were held, not including the twice-weekly virtual storytimes on Facebook
 - 170 children and teens participated in the Summer Reading program
- Margaret has been working on a library reopening plan which would enable patrons to enter the library by appointment to browse the main floor, use computers, etc. Margaret has been participating in virtual meetings with other librarians throughout the state to share reopening ideas. She will be sharing a proposal with the Mayor and HR Director on Sept. 2. Reopening the library would require hiring back several staff members.
- Some physical changes have already been implemented in preparation for reopening, including plexiglass around the service desks. The Fire Department has supplied the library staff with masks, gloves and hand sanitizer.
- The MPL annual statistical report to the Mass. Board of Library Commissioners (MBLC) is due October 2, and the financial report is due on Nov 6. The reporting period will focus on FY20 data from July 1, 2019 through March 2020, since most libraries shut down in March.
- The library renovation and expansion project has continued to move forward. The Design Development phase has been completed, and another cost estimate that is valid through September 2021 confirmed that the project remains on budget. The current focus is selecting a design for the glass fritting, which is a pattern in the glass that lessens solar impact and boosts LEED scores. Once this design has been selected, a new set of renderings will be developed to show the detailed aspects of the exterior. Detailed construction documents must be completed and submitted to the MBLC by January 2021.

4. Committee Reports:

- Marlborough Public Library Foundation:
 - MPLF Chair Nena Bloomquist informed the Trustees that the Foundation would be sending a letter to all donors to update them on the status of the renovation and expansion project, and assure them that their donations would still be used for this purpose.

5. Old Business:

- None

6. New Business

- Margaret received a request from Bob Fagone, Chair of the Historical Commission, and Nat Bowen, DPW, to assist with the preservation and digitization of a book recently found in the City Clerk's safe. The book contains handwritten notes from the founding of the Town of Marlborough in 1660. Margaret received a proposal from the Northeast Document Conservation Center, which she shared with the Trustees for consideration. The Trustees discussed using Trust Funds, including one specifically established to preserve historical documents, to cover the costs. *A motion (Brewin/Ripley) to table the request until the board's next meeting was passed.*

7. Adjournment: *A motion (Ripley/Bloomquist) to adjourn was approved via roll call vote at 8:25pm.*

Minutes submitted by Janice Merk.