

Marlborough Public Library Board of Trustees
Meeting Minutes

November 3, 2020
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:02pm

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

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the October 6, 2020 meeting
3. Trust Fund/State Aid report for October 2020
4. Director's Report

Proceedings:

1. **Minutes:** *A motion (Kyle/Haas) to approve the minutes from the October 6, 2020 meeting was passed.*
2. **Trust Fund Reports:** *A motion (Merk/Ripley) to approve the trust fund reports for October 2020 was passed.*
3. **Director's Report:**
 - Work continues to move forward on the construction documents for the library renovation and expansion project. Review sessions are planned for the IT/AV, HVAC, and Mechanical, Electrical and Plumbing systems. Another cost estimate was performed on the library renovation and expansion project, based on the latest construction documents. The project remains on budget. Once the documents are submitted to the state in January 2021, as required by the Mass Board of Library Commissioners (MBLC) grant, the City will determine when the project can be sent out to bid. The Project Team feels that needs to take place no later than March 2022 in order to meet the state's June 30, 2022 deadline to have a signed construction contract in place.
 - Tom and Margaret met with the Mayor and the City's HR director to review reopening plans and the additional staffing that would be required. There are currently only 7 employees (including Margaret) on staff, following the significant reduction of 18 staff positions earlier this year. At this time, the Mayor does not want to expand the library staff, so the initial library reopening proposal cannot be implemented since the current staff is too small to support it. The Trustees

discussed other possible options, at a high level. Margaret has been in regular contact with other librarians across the state and shared some information about what is working and what is not in other cities and towns. *A motion (Merk/Bento) requesting Margaret work with the staff on revised reopening strategies and report back to the Board in December was passed.*

4. Committee Reports:

- Marlborough Public Library Foundation:
 - MPLF Chair Nena Bloomquist reported that the Foundation has started updating the presentation materials that are used in the capital campaign. The team is also working on refreshing the website information, and has plans to resume activity on the Facebook page. Nena is also reaching out donors who have not yet fulfilled their 2020 pledges

5. Old Business:

- Margaret has been in conversations with the City Solicitor about the request from the Marlborough Historical Commission to have the library contract with a restoration service to preserve the historic Marlborough Proprietor's Book and the display it in the library. *A motion (Brewin/Bloomquist) to table further discussion on this topic until Margaret has received all the necessary information was passed.*

6. New Business

- There was no new business.

7. Adjournment: *A motion (Ripley/Brewin) to adjourn was approved at 7:56pm.*

Minutes submitted by Janice Merk.