

Marlborough Public Library Board of Trustees
Meeting Minutes

December 1, 2020

Bigelow Auditorium, Marlborough Public Library and Microsoft Teams

Meeting called to order by Tom Abel at 7:00pm

Board Members Present in Bigelow Auditorium: Fred Haas, Nena Bloomquist, Janice Merk, Rustin Kyle, Bill Brewin, Robyn Ripley

Board Members Present on Microsoft Teams: Tom Abel, Samantha Khosla

Board Members Absent: Karen Bento

Also Present in Bigelow Auditorium: Margaret Cardello, Library Director

Also Present on Microsoft Teams: Arthur Vigeant, Mayor of Marlborough; Steven Kerrigan, Marlborough City Clerk; Wilson Chu, Marlborough Assistant City Clerk; Mark Gibbs, Marlborough IT Director; Mike Ossing, Marlborough City Council President, Sean Navin, Marlborough City Councilor

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the November 3, 2020 meeting
3. Trust Fund/State Aid report for November 2020
4. Director's Report
5. Draft Weekly Schedule
6. 2021 Service Plan Overview
7. Dress Code Update
8. Draft text from the City Solicitor regarding ownership of the Town Book

Proceedings:

1. **Minutes:** *A motion (Bloomquist/Kyle) to approve the minutes from the November 3, 2020 meeting was passed via a roll call vote.*
2. **Trust Fund Reports:** *A motion (Kyle/Brewin) to approve the trust fund reports for November 2020 was passed via a roll call vote.*
3. **Director's Report:**
 - The construction documents for the library renovation and expansion project are going through a final review, including with the Police and Fire departments and the Building Commissioner. The Library Building Committee will meet on December 10, at which time the architectures will review the latest renderings.

The construction documents will be submitted to the state next month, as required by our grant. At that point, the City will determine when to place the project out for bid. The grant stipulates that a signed construction contract must be in place by June 30, 2022.

- The contactless pickup service continues to be extremely popular, and patrons express their gratitude to staff in a variety of ways every day. As winter approaches, Margaret is developing a strategy to move the pickup location from outdoors into a controlled section of the foyer. She is working with the Facilities department to install a gate so patrons cannot access to any other areas of the building.
- Due to the recent decision by the Department of Labor Relations that allows MMEA members to wear jeans, the library dress code required updating. Margaret presented the board with a revised dress code policy that incorporates this change. *A motion to approve the new dress code policy (Bloomquist/Brewin) was approved via a roll call vote.*

4. Committee Reports:

- Marlborough Public Library Foundation:
 - MPLF Chair Nena Bloomquist reported that the Foundation has received a generous donation of \$7500 from the Digital Federal Credit Union, which was greatly appreciated. The MPLF is looking forward to having the new renderings from the architects to share with potential donors and the community as it continues its capital campaign into 2021.

5. Old Business:

- The City Solicitor provided Margaret with the requested legal letter concerning the restoration, preservation, and ownership of the Book of Town Records from 1666 to 1698. *A motion (Khosla/Ripley) to accept the letter was approved via a roll call vote.*

6. New Business

- As requested by the Trustees at the October meeting, Margaret has worked closely with the staff to develop a library services plan for 2021. The goal is to use the existing staff (six plus the Director) most efficiently while addressing the needs of the patrons. Margaret stressed that service to the community was the foremost consideration, so activities like pickup services and programming are a top priority for the plan. It also includes time for the staff to perform important tasks like collection maintenance, which ensures that the library has the up-to-date materials patrons want. Margaret shared a detailed summary of the service plan components as well as an hour-by-hour breakout for each day to illustrate how each component would be executed. The Trustees thanked Margaret and the rest of the staff for putting together a thoughtful, well developed plan that

will benefit library users and also help the reduced staff balance the workload. *A motion (Merk/Bloomquist) to approve the new 2021 Service Plan was approved via a roll call vote.*

7. Adjournment: *A motion (Haas/Kyle) to adjourn was approved at 7:45pm.*

Minutes submitted by Janice Merk.