

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

April 6, 2021  
*Virtual Meeting Held on Microsoft Teams*

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

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

Also Attending: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the March 2, 2021 meeting
3. Trust Fund/State Aid report for March 2021
4. Director's Report

Proceedings:

1. **Minutes:** *A motion (Kyle/Brewin) to approve the minutes from the March 2, 2021 meeting was passed via a roll call vote.*
2. **Trust Fund Reports:** *A motion (Kyle/Brewin) to approve the trust fund reports for March 2021 was passed via a roll call vote.*
3. **Director's Report:**
  - Margaret provided the following updates on the library renovation and expansion project:
    - After being notified by the Mayor that the project can proceed, Margaret engaged National Library Relocators, a firm specializing in library moves, to move the 100,000+ collection to its new temporary location in the Walker Building. The Facilities department will be actively assisting with the move as well.
    - All library services, including contactless pickup, will stop on Monday, April 5 at 5pm. Staff will be fully engaged in the move and setting up operations at the Walker Building.
    - Patrons can use their MPL cards at any other CW MARS library until the library reopens.
    - Assuming all goes smoothly, MPL should resume services from the Walker Building before the end of May.

- The Building Committee met on March 24 during which the Project Managers outlined the bidding process and the need for three sub-committees to be formed: sub-bidder review committee, interiors committee, and construction committee.
- Construction is expected to begin in July/August and will take 18 months to completed.
- Margaret has a follow-up meeting with the Collins Center team on April 8 to review the documents she submitted as part of the City's Succession Planning project. She has identified three positions as critical to the library's succession planning: Library Director, Assistant Director and Principal Clerk.
- Per the Mayor's request, Margaret's FY22 budget fully funds all salary lines and level funds all operations lines. The budget meets the FY22 Materials Expenditure Requirement for MBLC certification.
- Margaret filmed a segment about the library for the new Government Academy, which has been created to inform citizens about each of the City's departments.
- The Friends of the MPL have been in transition for the past year, and have notified Margaret that they will be inactive until newly formed group is in place.
- The Contactless Pickup service continues to be extremely popular, with 1172 pickups in March, up from 945 in February.

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

- Marlborough Public Library Foundation:
  - MPLF Chair Nena Bloomquist distributed copies of an excellent new fact sheet about the construction project created by the MBLC. This informative document highlights the key elements of the project and will be useful when meeting with donors to the Capital Campaign.
  - The Foundation is pursuing a grant that would help cover some of the costs of the technology that will be installed in the new facility. Margaret is working with IT to build out the list and associated costs.
  - With the help of Trustee Fred Haas, the Foundation will be developing some short videos to inform the community about the project and generate more contributions to the Capital Campaign.

#### **5. Old Business:**

- None.

#### **6. New Business**

- Trustee Scholarships: The board was very pleased with the quality of the essays submitted by the local high school students. Three winners were selected. Nena will notify the high schools of the board's decision, and the schools will notify the students.
- Library Reopening Plan. At the Mayor's request, Margaret is working on a plan to reopen the library to the public. The top priority will be keeping the public and the staff safe while providing a high level of service. The layout of the Walker Building presents some unique challenges (sight lines, collection stored on multiple floors, etc.) that need to be carefully considered.

**7. Adjournment:** *A motion (Bloomquist/Haas) to adjourn was approved at 7:58pm.*

Minutes submitted by Janice Merk.