

Marlborough Public Library Board of Trustees  
Meeting Minutes  
December 7, 2021  
Meeting held at the Walker Building

The meeting was called to order by Tom Abel at 7:07 PM

Board members attending: Tom Abel, Robyn Ripley, Rustin Kyle, Bill Brewin, Karen Bento, Fred Haas, Janice Merk

Also attending: Margaret Cardello, Library Director

Documents reviewed/referenced:

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

Proceedings:

1. **Minutes:** *A motion (Kyle/Ripley) to approve the minutes from the November 2, 2021 meeting was passed.*
2. **Trust Fund Reports:** *A motion (Ripley/Merk) to approve the Trust Fund for November 2021 reports was passed.*
3. **Director's Report:**
  - Margaret updated the Trustees on progress with the construction project:
    - Most of the demolition work on the old addition structure has been completed and debris is being removed. Demolition of the addition's foundation is next, followed by excavation for the new foundation. Work will continue throughout the winter.
    - The building team meets every Thursday morning to review progress, discuss issues and prepare for the next two weeks. At the December 2 meeting, the team reviewed the IT plans and, with input from the city's new Network Engineer, made modifications that will result in a more efficient IT infrastructure. These changes make the City eligible to apply to E-RATE, a federal program that reimburses schools and libraries for IT costs.
  - As planned, on November 15 the library expanded its hours to include Wednesday and Thursday evenings until 7:45 pm, as of October 12. As of

November 29, all newly hired staff were on board.

- The massive task of affixing RFID tags to all 100,000 items in the library's collection in preparation for the security system in the new library is moving along well. Each staff member spends some time each week tagging items.
- AARP's Tax Program representative has contacted Margaret about once again running a tax filing assistance program for low-income people. This has been a very popular program at MPL in the past and is another example of the many important ways the library serves the community.

#### **4. Marlborough Public Library Foundation**

- Janice Merk reported that the highly visible nature of the library construction has generated interest in the Foundation's Capital Campaign. Several press releases the group issued have garnered good publicity, and there has been an uptick in activity on social media. Year-end checks are being received from individuals and businesses who have made multi-year commitments. Outreach on the capital campaign continues.
- The Cummings Foundation notified the Foundation that, based on the Foundation's initial application, it is invited to apply for a \$100,000 grant to help cover the IT costs in the new library. The final application is due December 22.

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

- The library is planning to restart the very popular Home Delivery program which was put on hold due to the pandemic. Staff is working out the details of the program.
- Margaret was asked to check with DPW and Facilities to see if there is any way to increase the level of lighting around the shelves in the main hallway, where much of the collection is located. There were also questions regarding outside lighting given the library's new evening hours.

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

- The 2022 slate of officers for the Board of Trustees was nominated: Fred Haas, Chair; Bill Brewin, Vice Chair; Karen Bento, Secretary. The Board will vote on these officers at the January 2022 meeting.

#### **7. Adjournment:** *A motion (Kyle/Ripley) to adjourn was passed and the meeting adjourned at 7:40 PM.*

Minutes submitted by Janice Merk