Marlborough Public Library Board of Trustees

Meeting Minutes

December 6, 2022

Meeting held at the Walker Building

The meeting was called to order at 7:04 PM

Board members attending:

Tom Abel

Nena Bloomquist

Bill Brewin

Fred Haas, Chair

Samantha Khosla

Rustin Kyle

Janice Merk

Robyn Ripley

Also attending:

Margaret Cardello, Library Director

Documents reviewed/referenced:

Agenda

Meeting minutes for November 14, 2022

Trust Fund/ State Aid Reports for November 2022

Director’s Report

Proceedings:

1. Minutes: A motion to approve the minutes for the November 14, 2022 meeting as amended was passed. (Kyle, Ripley)
2. Trust Fund Reports: A motion to approve the Trust Fund Reports for November 2022 was passed (Merk, Khosla).
3. Director’s Report:

# Construction

Progress continues to be made to prepare the exterior for winter weather. The roof shingles and exterior brick are being laid and that has certainly changed the look of the building.

We had a Children and Teens furnishing meeting with LLB’s designers to discuss options for these spaces. The samples that were delivered for our review were too much like a classroom setup and staff would like to see other options.

We are waiting for our metal shelving estimate so that we can review it in light of our budget. This cost is part of the MBLC grant. We did receive an estimate of $392, 000 which includes a surcharge which we are asking the legal department to have removed. This does not include the wooden endcaps.

We have met with the project team and City IT staff to review all our needs in the new facility. We will soon start getting some quotes on what this equipment will cost.

We have encumbered $170,000 in state aid funds that will be used for furnishings in the new facility. We will be using Tucker for the furnishings. We can be flexible, adding or subtracting from this total. We will be receiving an additional $40,000 in state aid funds this month.

# Staffing

Erin McGrady has accepted our part time Reference Librarian position. We are working on completing the new hire paperwork and will set a start date soon.

Library Pages will be paid $15/hour beginning January 1, 2023. I sent the payroll change forms over to HR.

# New Director Prep

I am working on budget notes, a calendar of important dates and organizing files for the new Director. I have a list of things that I would be focusing on if I were here. These include notes on our move to the Walker Building, things that worked and lessons learned for the move back.

1. Marlborough Public Library Foundation:

We have received a $50, 000 donation that the donor has requested to be anonymous at this time. St. Mary’s has created a banner to hang on the fence in front of the construction site to publicize their donation. We are checking with Pam Wilderman to see if we need any permission to hang their banner. The MPLF is also creating it’s own banner to publicize all our commercial donors and encourage more donations.

1. Executive Session: A motion to go into executive session was passed at 7:35 PM (Khosla, Ripley). A motion to return to the public meeting was passed at 8:27 PM (Merk, Khosla).
2. New business: The trustees discussed plans to celebrate/commemorate Margaret Cardello’s retirement as Director of the Marlborough Public Library. A motion was to allocate up to $1000 from the O’Connell Fund for the event was passed (Bloomquist/Brewin).
3. Adjournment: A motion to adjourn was passed at 8:38 PM (Abel, Kyle).

Respectfully submitted by

Nena Bloomquist

Trustee, MPL