

Marlborough Public Library Board of Trustees
Meeting Minutes
September 5, 2023
Meeting held at the Walker Building

The meeting was called to order by Nena Bloomquist at 7:05 PM.

Board Members attending:

Bill Brewin
Nena Bloomquist
Fred Haas, Chair
Jason Homer
Samantha Khosla
Rustin Kyle (remote)
Robyn Ripley

Also attending:

Sara Belisle, Library Director
Morgan Manzella, Assistant Library Director

Documents Reviewed/Referenced:

Agenda

Meeting Minutes for May 2, 2023 and June 6, 2023 and August 8, 2023
Trust Fund/ State Aid Reports for June – August 2023
Director's Report
Meeting Room policy

1. Trustee Fund/State Aid Reports: Director Belisle reported that there has not been much spending this quarter. She prefers spending from the building account and is saving the State Aid funds for later. A motion was made and approved to accept the Trustee Funds/State Aid Reports for June – August (Ripley, Khosla).
2. Minutes: A typographical error in the August 8 report on staffing will be fixed. The spelling of Ms. Simopoulos name in the June 6 report will be corrected. A motion was passed to approve the minutes as amended from May 2, 2023, June 6, 2023, and August 8, 2023 (Brewin, Ripley).
3. Director's Report:

Building Project:

Temporary Library at the Walker building closed on August 11 and the library collection was moved the week of August 14 into the following week. The team had some coordination issues with Tucker the library shelving company as they didn't identify what pieces of shelving were missing from our order until the Friday before the move. This resulted in the moving company having to box and leave about 15% of the collection, the majority in the children's room. Library staff were not permitted in the building to do some work until Monday August 28 per the approval of the building commissioner. Staff have spent the week unboxing all 280 boxes and doing some shifting of the collections. Overall, Director Belisle reported that the closing of the Walker Building was successful.

Tucker delivered and installed the missing pieces they were shipped by the factory, but there are still some missing components that we are waiting for. It could take 2 weeks for them to arrive and be installed. There are some missing or broken furniture pieces that need to be replaced along with an additional order of furniture we didn't anticipate knowing we needed.

The mason believes he received all the terracotta pieces in one shipment including the front pediment. He is working initially on the window and hopes to complete that work by mid-September. The courtyard bluestone is delayed in two shipments, first in September for the cap on the retaining walls and then the steps of the amphitheater are delayed until late November. The Local History Room will not be completed until mid-November.

The building has still not received its TCO but the team anticipates that happening soon. At that point, discussion about opening day can begin. Director Belisle still hopes for the last week of September.

Ms. Khosla asked about the status of technology inside the building. Director Belisle reported that all the public PCs are in place and networked. The staff computers and peripherals are set up as is the self-checkout. She had to reschedule the Time Management system set up to September 20. The security gates are in and the meeting rooms are ready.

Staff

The last of this part-time staff in circulation and children's have been on-boarded. A part-time Reference Librarian position has been posted.

A finance committee meeting has been tentatively scheduled to be September 11 to review the new library positions and page pay increase. Trish Bernard will let Director Belisle know when that meeting is and if she needs to attend.

Teen Librarian Rachel Stone and Children's Librarian Jennie Simopoulos applied and were accepted in the Building Equity-Based Summers cohort through MBLC. This comes with a programming stipend along with learning opportunities on how to create summer reading programs that are built on a foundation of equity. They begin their training this fall and will extend through 2025. This is a national program and only 5 applications from Massachusetts were accepted.

Kerry Mahoney has been working hard to market on social media the new library. The response has been tremendous.

4. Marlborough Public Library Foundation:
Ms. Bloomquist reported that we have 159 Champions Donors to date. We have received a \$50,000 donation from BJ's and \$100,000 from the State of Massachusetts thanks to State Representatives Gregoire and Gentile. Total funds raised to date are \$1,749,319.78.
5. Policy Subcommittee: Meeting Room Policy, see attached
Director Belisle reported that the city's legal department has reviewed the policy and made a few suggestions. The line about the use of alcohol being at the discretion of the Library Director has been removed. Mr. Brewin felt the room fees were too low but Director Belisle said she purposely kept them low as many libraries have no room fee at all. Nonprofit organizations will pay no fee. The afterhours fee is determined by the DPW based on the custodian rate.
6. Old Business: Ms. Bloomquist read a thank you note from a Trustee scholarship recipient, Anjali Sangappa.
7. New Business:
Director Belisle was contacted by the original sculptor of the bronze animals in the Children's Sculpture Garden. The sculptures, originally made in 1995, are currently in storage. The sculptor has offered to take them to his studio to be resurfaced and reinvigorated to return them to their original condition. The process would take about a month and cost \$5000. The plan is to install them in the courtyard outside the lower entrance. The Trustees will discuss this again next month.
8. Adjournment:
A motion was passed to adjourn at 7:57 PM (Bloomquist, Khosla).

Respectfully Submitted,

Nena Bloomquist
Trustee