

Marlborough Public Library Board of Trustees
Meeting Minutes
October 3, 2023
Meeting held at the Marlborough Public Library

The meeting was called to order by Fred Haas at 7:07 PM.

Board Members attending:

Tom Abel (remote)
Bill Brewin
Nena Bloomquist
Fred Haas, Chair
Samantha Khosla
Rustin Kyle
Janice Merk
Robyn Ripley

Also attending:

Sara Belisle, Library Director
Samantha Perlman, Marlborough City Councilor

Documents Reviewed/Referenced:

Agenda
Meeting Minutes for September 5, 2023
Trust Fund/ State Aid Reports for September 2023
Director's Report

Proceedings:

1. Minutes: A motion to accept the minutes for the September 5, 2023 meeting as amended to show that the Meeting Room Policy was approved was passed (Abel, Kyle).
2. Trust Funds/ State Aid Report: Director Belisle reported that we had to pay to ship back the old copiers now that the contract for them has expired. The Museum Pass for the Ecotarium was renewed. A motion to accept the Trust Funds/State Aid Report was passed (Merk, Ripley).
3. Director's Report:

Building Project:

As of writing this the library is scheduled to open on October 2 after a ribbon cutting ceremony at 10am. As of this meeting, the library is open.

This past month was full of punch list items for the contractors, some minor changes that needed to happen, a ton of IT work, and staff setting up all around the library.

Some changes need to be made to the walkways and as such the 1st floor entrance will not be able to be used as an entrance until those changes are made. The walkways are too steep and thus are not ADA compliant. The timing of these changes is still up in the air.

The work on the Local History room is beginning now that they have the east side window in. The Carnegie Doors may arrive as early as October 23rd.

Landscape work will continue until they can no longer plant for the season. They will pick up again in the spring once planting can happen again.

Masonry work on the front pediment continues and will hopefully be done sometime in October.

The Grice Community Room AV equipment is backordered. As of this writing the team has not received an update from the electricians as to when it will be complete.

Missing shelving from Tucker supposedly will be arriving this coming week, however there are some backordered end caps. Tucker has been very responsive to us if we have any questions and came to the library to move incomplete shelving units to the basement that would have posed a hazard upon opening day.

There has been a problem with one of the doors at the upper entrance staying open and a bee has come in.

Some additional signage may be needed to help patrons find the various sections of the library, for example, that the adult fiction and non-fiction are on the lower level now. A monitor is to be installed to the left of the upper entrance.

Staff:

Staff did an incredible job getting ready for the opening.

There is an open Part-Time Reference Librarian Position. Director Belisle has 1 interview lined up. This position continues to be tough to fill.

Director Belisle did a tour with City Council that went incredibly well. During that tour, she discussed the importance of hiring the two new full-time positions (Adult Services and Technology/Programming Librarians) and raising the pay of the pages. These are still stuck in the finance committee and no meeting has yet been scheduled. Director Belisle will advertise for these positions very soon per the mayor's office.

The schedule is tight for staffing the new library. Assistant Director Manzella is spending about 70% of her time on the reference desk and it's likely that Director Belisle will have to fill in there as well since that desk will always have to be staffed and it's tough without the 2 full time positions and 1 open part-time position.

Director Belisle would like to open the library on Sundays. As of now per the union contract, only part-time employees can work on Sundays at time and a half. Director Belisle would like to propose a change to allow full-time employees to work on Sundays for time and a half as well.

Staff will be participating in the Scarecrow contest as representatives of the library.

IT:

The IT Department is struggling with setting up the self-checks. The software from Tech Logic we purchased has not been updated since 2008 and runs on Internet Explorer, which can't be installed on the new computers. Tech Logic also requires a system installed that Microsoft calls out as vulnerable. Installing it could put the city's network at more risk of ransomware attacks. Supposedly their next update will not require this or Internet Explorer but there is no date as to when that will be available. IT is going to talk to other municipalities that use this system to see how they managed it and in the meantime Director Belisle is going to begin looking into other options with other companies. Some other companies to consider are Biblioteca, Evergreen, and Envisionware.

Set up of the public computer/printing new software through TBS has gone smoother, but still has some kinks to work out. While not as bad as Tech Logic, city IT has had to build some work around to make it more secure. The company has been much better to work with and is actively responding to requests and will be on hand all week to help the library if staff run into anything odd.

Scott Parmenter from city IT has been on hand at the library almost every day for the last few weeks and Director Belisle is grateful for all his hard work on setting up the library and still managing the schools. Mark Gibbs has been working with ProAV, the company who installed all the meeting room software, and they still have some work to complete.

There have been problems with the new multi-page scanner.

The new library calendar and museum pass software is live on the website and patrons have already been taking advantage of it.

Study Rooms and Meeting Rooms:

Study room bookings through the calendar will be going live Monday October 2 at 12pm. Meeting room bookings will go live to outside organizations once library staff and

administration feel ready to launch that service. Director Belisle believes after a month or 2 of being open she'll be ready to start accepting applications.

New Library:

Director Belisle reported that 700 items were checked out the day the library opened versus an average of 250 per day at the Walker Building. 54 new library cards were issued on the first day along with many renewals. Peak checkout times were from 5-6 PM and 6-7 PM. There was also a surge from 10-11 AM right after the opening.

4. MPLF:

Total funds raised now total \$1,872,202.09. We have 171 Champions donations to date. Janice Merk hopes we can get several more companies to donate to reach our \$2 million goal.

5. Old Business:

The original artist who created the sculptures outside the old children's library has contacted us with an offer to refurbish the sculptures before they are reinstalled outside the courtyard of the new library. Director Belisle is going to ask for more details about the process involves and the price. The Trustees asked her to offer a plaque with his name in lieu of payment.

6. New Business:

A. Samantha Khosla stated that now is the time for the trustees to turn our attention to Strategic Planning. We need to review the old plan which expired in 2022. We need to find more volunteers to reconstitute or grow groups like the Friends, the MPLF, and Parents. A Community Survey is required. We need to do a community assessment using census data. There should also be a staff survey. The Strategic Plan, which is a broad plan, should be followed by an Action Plan which is a yearly plan and more detailed. The Library Services and Technology Act (LSTA) directs that funds provided by the Institute of Museum and Library Services (IMLS) and administered by the MBLC may be used by libraries for a variety of services and programs. Once we have our Strategic Plan done, we can apply for grants through that program.

Director Belisle will send us all copies of the previous Strategic Plan and Community Survey before the next meeting.

B. A motion to spend \$600 from the O'Connell Fund to thank the staff for their hard work opening the new library was approved (Bloomquist, Khosla). Fred has will write a note to the staff expressing our gratitude.

- C. Bill Brewin wanted an update on plans for an event to celebrate the new library. The MPLF is planning a gala in February to unveil the new plaques.
 - D. Sara will have samples of the new plaques at the next meeting.
7. A motion to adjourn was approved at 8:18 PM (Merk, Ripley).

Respectfully Submitted,

Nena Bloomquist
Secretary
MPL Board of Trustees