

Marlborough Public Library Board of Trustees
Meeting Minutes

November 5 2019
Bigelow Auditorium, Marlborough Public Library

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

Board Members Present: Tom Abel, Fred Haas, Nena Bloomquist, Robyn Ripley, Karen Bento, Samantha Khosla, Janice Merk

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the October 1, 2019 meeting
3. Trust Fund/State Aid reports for October 2019
4. Director's Report
5. Inclement Weather Procedure

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the October 1, 2019 meeting was passed (Haas/Ripley).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for October 2019 was passed (Ripley/Bento).*
3. **Director's Report:** (see attached for more details)
 - The Library Building Committee met on October 10 to review progress to date on the library renovation project. The cost estimate for the current design should be available by the committee's next meeting, which is November 14. Once approved by the committee, the schematic designs will be presented to the Mayor and other officials as well as the public, for input. Upon completion of the schematic phase, the architects will move onto design development in greater detail.
 - Margaret noted that our Mass Board of Library Commissioners' consultant has reviewed our progress on the renovation project and is pleased with the results to date.
 - Plans for how to best utilize the space in the Walker Building as a temporary library are still being finalized but are moving ahead very smoothly. Margaret is grateful for the support being provided by the city's Facilities team. As a bonus, a local corporation looking to have its employees contribute a day of service will

likely be put to work cleaning and painting some areas in the Walker Building that will be used by the library.

- A candidate for the open PT position in the Children's Department withdrew his application upon learning of the hourly wages. This position has been open since August. The low wages have made it very difficult to fill with a qualified candidate.
- A collection of Marlborough High School yearbooks from 1960 – 2019 are being digitized by the Boston Public Library as part of the state's Digital Commonwealth program. This is MPL's first experience with a digitization project of this scale, which will allow anyone to access the yearbook contents easily online through the library website, as well as through Digital Commonwealth and other sites.
- Margaret has been invited to participate in a quarterly meeting of urban librarians, which she feels will be a good opportunity to exchange ideas and learn about common issues and the solutions being implemented.
- The Children's Department Halloween Part was a tremendous success, with well over 100 children, parents and grandparents attending. The crowd was very diverse and, according to Margaret, was a beautiful representation of the City of Marlborough.
- The Teen Librarian has been invited to attend The Bridges program at MHS once a month. This will be excellent opportunity to engage with students who are transitioning back into a school setting. MPL has also received calls from English teachers at the Academy of Math and Science charter school about bring students in to tour the library and receive a library card.

4. Committee Reports:

- Marlborough Public Library Foundation:
Nena Bloomquist, MPLF Chair, updated the Trustees on the Foundation's plans to host events at the library once the renderings of the new facility are completed.

5. Old Business:

- Margaret submitted the revised Inclement Weather Procedure for Trustee approval. The policy states that the library will follow the City's lead on weather-related closings during regular City Hall hours. The Library Director will confer with the Mayor for approval to close should inclement weather occur when the library is open but City Hall is closed, such as on evenings and weekends. *A motion to approve the revised Inclement Weather Procedure was passed. (Khosla/Bloomquist).*

6. New Business:

- The MHS Guidance Office once again thanked the Trustees for the annual scholarships provided to graduating Marlborough Seniors, and has requested any changes to the scholarship requirements be submitted soon. Nena Bloomquist will bring the current scholarship form to the December Trustees meeting for review.
- Tom Abel reminded the board that elections for 2020 Trustee officers are due to take place in January.

7. Adjournment: *A motion to adjourn passed at 8:15pm (Khosla/Haas)*

Minutes submitted by Janice Merk.