

Marlborough Public Library Board of Trustees
Meeting Minutes

March 3, 2020
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:04pm

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

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the February 4, 2020 meeting
3. Trust Fund/State Aid reports for February 2020
4. Director's Report
5. FY21 Budget Request

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the February 4, 2020 meeting was passed (Brewin/Bloomquist).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for February 2020 was passed (Brewin/Bloomquist).*
3. **Director's Report:** (see attached for more details)
 - Staffing continues to be a pressing issue. There are currently four open positions, including one that has been vacant since August, which have been very difficult to fill due to the low pay scale. The rate for part-time clerks is below minimum wage for Massachusetts.
 - The project to update job descriptions, many of which have not been updated for at least a decade, is nearing completion. These descriptions will more accurately reflect the new skills and experience required in today's modern libraries.
 - Fourteen staff members voluntarily took part in NARCAN training sessions which were held on 2/26 and 2/27.
 - Margaret provided several updates regarding the library renovation project:
 - Four public design review sessions were held in February. The architects and project managers told Margaret that the number of people who attended these sessions was much higher than they have seen in other

communities, which is a reflection of the high level of interest and excitement in Marlborough about the library renovation. All attendee feedback was collected, and the project team will be reviewing various aspects of the design based on the input.

- Margaret has continued to meet with a variety of experts to map out requirements for security, voice, data, wireless, AV, and other needs for the new facility.
 - Bids for demolition work were opened on 2/20. DPW/Facilities is evaluating the proposals.
 - The City's Site Plan Review Committee will be updated on the project at their March 3 meeting.
- Margaret submitted the FY21 Library budget on February 28. MPL's minimum appropriation requirement for state certification is \$1,000,000, and we are required to spend 13% (\$130,000) on library materials. Margaret increased the library materials line from \$106,000 to \$115,300 in order to meet this requirement.

4. Committee Reports:

- Marlborough Public Library Foundation:
 - The Rotary Club of Marlborough has generously increased their pledge from \$5,000 to \$25,000.
 - MPLF Chair Nena Bloomquist updated the Trustees on fundraising efforts, noting that the Foundation hit a major milestone by securing over \$500,000 in gifts and pledges to date.

5. Old Business:

- The board discussed the process and schedules for reviewing essays submitted by applicants for the MPL Trustees scholarship for graduating high school students.

6. New Business:

- There was no new business at this meeting.

7. Adjournment: *A motion to adjourn passed at 8:59pm (Rustin/Brewin)*

Minutes submitted by Janice Merk.