

# Chelmsford Public Library Trustee Minutes

February 12, 2020

**Present:** Library Director, Becky Herrmann, David Braslau, Sarah Conte, Laura Ecker, Jillian Kenny, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

**Also Present:** Jane Collins

**I. Meeting called to order by Laura at 7:06 p.m.**

**II. Public Comments – None**

**III. Announcements**

- A. Next month's Trustee Meeting was changed to March 25, 2020 due to schedule conflicts on March 11, 2020.
- B. Becky reminded the Trustees that the conflict of interest paperwork needs to be completed and submitted by the next Trustee meeting.

**IV. Approval of the Consent Agenda**

- A. David motioned and Maggie seconded the motion to approve the Consent Agenda minus the minutes. Unanimous approval.
- B. The following amendments were made to the January 8, 2020 Trustee Meeting Minutes:
  - 1. Consent Agenda: Change "David moved to approve, Laura seconded the motion to accept the consent agenda, minus the minutes" to "David moved to accept the consent agenda minus the minutes. Laura seconded the motion"
  - 2. New Business – Trustee candidates for election: Remove the first two sentences that include the names of the potential candidates and replace it with "David and Maggie reached out to several people who were unable to serve"
  - 3. Katy motioned and Sarah seconded the motion to approve the January 8, 2020 Trustee Meeting Minutes as amended. Unanimous approval.

**V. Friends Meeting**

- A. Katy attended the February Friends Meeting.
  - 1. Katy said that the Friends have 139 new memberships since September.
  - 2. Katy also reported that the Friends purchased new credit card machines for the Book Sales.
- B. The Trustees have not signed up for the upcoming Friends meetings besides the next meeting in March. Melissa will email the Trustees a list of the 2020 Friends meetings to sign up to attend.

**VI. Mobile Library update**

- A. Becky explained the final work that is being done to the truck prior to us being able to pick it up.
- B. Becky mentioned that the library staff has been planning the type of collection to bring to different locations that we plan to visit.
  - 1. Once plans have been finalized for the special collections, we will use the funds that the Friends allocated to the Library for the Pop-Up Library starter collection to purchase the items.
  - 2. The Library also received two trust fund donations within the last week that we can use to further develop our Pop-Up Library Collection.
- C. The Library is going to apply for the Aging in Place Age Friendly Grant.
  - 1. If we are awarded the grant, we plan to support our Senior Community by planning more visits to senior housing locations and planning special programs to bring to those locations.

- VII. Post-mortem on Winterfest activities**  
A. Becky commented that both the Delicious Trivia Night at the Library and the Cultural Council Photo Contest Reception were well attended.
- VIII. Library birthday party**  
A. The Library Birthday Party is on February 29, 2020, 1:00 p.m. – 3:00 p.m.  
B. We have a large birthday cake for photo ops.  
C. Chelmsford Telemedia has film from the ground breaking on the new addition, the Dutton house demolition, and much more. Jeff is using the footage from Chelmsford Telemedia and photos that the Library has saved to create a slideshow for the event.  
D. There is a link on our website to an online survey for patrons to share their favorite library memories and the survey is available at the Library.
- IX. Upcoming election**  
A. Both Adam and Maggie’s paperwork has been submitted and certified.
- X. Potential town manager change – discussion**  
A. This topic was briefly discussed.
- XI. Staffing updates**  
A. Becky notified the Trustees of two staffing updates.
- XII. Masonry quotes discussion**  
A. Becky distributed copies of the Proposed Masonry Repairs to original Adams building document for the Trustees to review.  
B. The Trustees compared the scope of the work from each contractor and the total cost estimated.  
C. Becky will check the references for the Contractor who had the most detailed quote with one of the lower cost estimates.  
D. Becky stated that she prefers to use our Town budget for these repairs and the repair to the old Adams building dome and then use State Aid if we have any outstanding invoices.
- XIII. Proposed Change to Library Policy**  
A. Becky stated that the Library received a request to use the meeting room for phone banking for a political campaign. After receiving this request, we reviewed the solicitation policy and proposed updating it.  
B. The Trustees reviewed the proposed changes. Katy motioned and Maggie seconded the motion to approve the proposed changes to policy 2.5 Guidelines for Use of the Library. Unanimous approval.
- XIV. Adjournment**  
A. Maggie motioned to adjourn the meeting and it was adjourned at 7:41 p.m.

Respectfully Submitted,  
Melissa McCarthy  
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