

Chelmsford Public Library Trustee Minutes

February 13, 2019

Present: Library Director, Becky Herrmann, David Braslau, Sarah Conte, Lisa Daigle, Laura Ecker, Jillian Kenny, Maggie Marshall, Adam Schertzer

Also Present: Katy Wood Van Dyne

I. Meeting called to order by Jillian at 7:03 p.m.

II. Public Comments

- A. Adam shared positive feedback he received about the Blind Date with a book display and commented that he received a request to have the same display in the Children's Room.
- B. Adam said that he has a friend that works at the L.L. Bean Factory Outlet that is interested in donating camping equipment to the Library for our Library of Things.
 - 1. Becky commented that Brian Herzog is working with Nick Parlee from the Recycling Department to find out the specific items and amount of items that the Library would need to have in our Library of Things to qualify for a grant to help fund them from the Recycling Department. In addition, we are looking into additional funds that may be available for having fix-it clinics.
 - a. Adam will connect his friend with Becky so that they can discuss the camping equipment donation in further detail.

III. Announcements

- A. The Massachusetts Board of Library Commissioners is having a Massachusetts Library Trustee Institute on April 27, 2019. It is a day-long event that will focus on advocacy/fundraising.

IV. Correspondence

- A. The Trustees received an invitation to the Legislative Breakfast in Tewksbury this Friday, February 15, 2019. Becky will be attending the event.

V. Approval of Minutes

- A. David motioned and Maggie seconded the motion to approve the January 16, 2019 Meeting Minutes as written. Unanimous approval.

VI. Treasurer's/Endowment Report

- A. Lisa distributed copies of the Library Trust Fund Accounts Spreadsheet as of January 31, 2019.
 - 1. The total amount of all funds is \$466,526.34.
 - 2. Lisa noted that there was a deposit to the Clement fund and the Endowment fund that are both noted on the spreadsheet.
 - 3. Lisa commented that the new CD for the Endowment Fund is at Northern Bank with a beginning balance of \$51,173.11. It is at Northern Bank because they were willing to match the interest rate that Lowell 5 was offering us.

VII. Friends' Report

- A. Becky attended the Friend's Meeting and summarized the important details of the meeting in the Director's Report.
 - 1. Becky shared positive feedback about the remodel of the Town Hall Gym.

VIII. Director's Report

- A. The HVAC ductwork insulation project will begin next Tuesday instead of this Friday.

1. Al Leal will work part-time during the HVAC project.
- B. The Library is getting quotes from CAF Masonry and Cataldo's for the repair of the retaining wall in front of the Library that is bowing out and having pieces of the wall falling down off it.
 1. There are many things to consider when trying to figure out whether to make changes to the location and design of the retaining wall, including the loss of parking spaces due to the snow and plowing, the effect of the snow being pushed on and against it, and the location of the car charging station.
- C. Publicity for the carpet replacement project will begin soon since the anticipated start date is March 11, 2019 with it beginning at the Fireplace Area.
- D. During the January Trustee Meeting, the Trustees voiced concern that the Impact Fund Speedometer Sign was not visible in its current location. The Library purchased an A-Frame for posters to put the Impact Fund Speedometer poster in outside the Library for better visibility.
- E. The Trustees viewed a sample of the design of a banner that would hang outside the Library to promote donations to the Impact Fund and were pleased with the idea and the design of the banner.

IX. Update on fundraising sub-committee meeting

- A. The fundraising sub-committee met last week on February 5, 2019.
- B. Jillian stated that the two major focuses of the meeting were discussing the bulk mailing and the next steps.
 1. The fundraising sub-committee decided that the next step would be to focus more on corporate donors instead of individual donors.
 - a. Becky is working on compiling a list of corporations to approach for Pop-Up Library Impact Fund donations.
 - b. The Trustees decided it would be best to aim for 20 big corporations or banks to begin.
 - c. Hannaford and DeMoulas both offer corporate giving opportunities.
 - 1) Becky completed an online application on behalf of the Friends of the Library for the Hannaford corporate giving opportunity.
- C. The fundraising sub-committee decided on the idea of having corporate sponsorship visible on the Pop-up Library Vehicle by having plaques on either the rear of the truck or both sides.
 2. The Trustees decided on three donation tiers: \$15,000, 10,000, and 5,000.
 3. The Friends of the Library donated \$15,000 and will have signage on the vehicle.
 4. The Trustees liked the idea of advertising the corporate sponsorship by saying "a select number of sponsorships are available for a five year period" since the wraps typically last for approximately five years.
- D. The Trustees discussed the possibility of doing an Annual Giving Report and will discuss this further during the March Trustee Meeting.

X. Share draft fundraising timeline – next meeting

XI. REACT Grant/One Book Chelmsford update

- A. Becky shared that she received a lot of great feedback from people that attended both of Clint Smith's events.
- B. Becky was impressed that the Chelmsford Police Chief James Spinney attended the Let's Talk about Criminal Justice Reform program as a special guest. She stated there was a great discussion during it and 35 people attended the program.
- C. Becky is communicating with some people within the Town Departments about ending the REACT Grant with the longest table. This would involve a long continuous table where people can come together, break bread, and discuss the community while getting to know other people within the community.

XII. Update on Spring Fest plans

- A. Spring Fest tickets are on sale and can be purchased online, at the Circulation Desk at the Main Library and at the MacKay Branch Library.

XIII. February/March Events – review who is attending what

- A. Lisa volunteered to attend the Author Talk & Signing with Jen Petro-Roy
- B. The Trustees can review the list of programs and notify Becky if they are able to attend any of them.

XIV. Any questions on Strategic Plan focus groups

- A. Becky stated that the department heads will review the data from the focus groups, analyze the data, and they will use the information to create a community survey that will be available for the Trustees to review during the March meeting.

XV. Input from Trustees on library director evaluation – next meeting

XVI. Policy updates and approvals

- A. The Trustees reviewed and discussed the proposed policy changes for policy 2.13 Publicity in Library Facilities.
 - 1. David questioned whether there should be a date listed on the flyers to take them down and questioned why the flyers were marked with a posting date.
 - 2. Maggie motioned and Lisa seconded the motion to approve the amended policy for policy 2.13. Motion approved and one abstention.
- B. The Trustees reviewed the proposed policy changes for policy 2.5 Guidelines for use of the Library.
 - 1. Noisy food, food allergies, and the reason for changing the animal policy were discussed.
 - 2. Maggie motioned and Adam seconded the motion to approve the amended policy for policy 2.5. Unanimous approval.
- C. The Trustees reviewed the new policy 2.20 Security Camera Policy.
 - 1. Maggie motioned and David seconded the motion to approve policy 2.20. Unanimous approval.
- D. The Trustees reviewed the policy addition to policy 2.6-1 Unattended or Disruptive Children Policy.
 - 1. David recommended changing “staff person will get a description of” to “staff person will obtain a detailed description of” and the Trustees agreed with the recommendation.
 - 2. David motioned and Lisa seconded the motion to approve the amended policy addition to 2.6-1. Unanimous approval.

XVII. Walk-off carpet color/material selection

- A. Becky stated that we have some extra funds from the capital budget for carpet replacement because our original plan was to move shelves and carpet under them but instead we are carpeting around the shelves.
 - 1. We are going to purchase some walk-off carpeting with the extra funds.
 - 2. The Trustees reviewed the carpet samples and chose the Supreme Nop Dark Gray.

XVIII. Chelmsford Lions Club Request

- A. The Chelmsford Lions Club asked to have a donation box for used eyeglasses at the entrance foyer of the Library and promised to pick up the glasses on a monthly basis.
 - 1. The Trustees discussed the request and approved it. Jillian will contact Ron Hubbard from the Chelmsford Lions Club to let him know the request was approved but that the Trustees reserve the right to revoke the request if it becomes a problem.

XIX. Town Meetings

- A. Becky distributed copies of a document containing the upcoming Town Meetings for the Trustees to review.
- B. Becky stated that the Library is on the agenda for the Commission on Disabilities meeting next Tuesday and that there is not a Trustee scheduled to go to that meeting.
 - 1. Sarah will check her schedule to see if she can attend, if not Maggie offered to attend.

XX. Adjournment

- A. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,
Melissa McCarthy
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