

Chelmsford Public Library Trustee Minutes

March 20, 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 7:05 p.m.

II. Public Comments – None

III. Announcements

- A. Becky received a Save the Date for the Massachusetts Library Trustee Institute on April 27, 2019.
1. Becky said that one Trustee per Library may attend.

IV. Correspondence – None

V. Approval of Minutes

- A. The following amendments were made to the February 13, 2019 Trustee Meeting Minutes:
1. Roman numeral XX. Add the time the meeting was adjourned, which was 8:50 p.m.
 2. Roman numeral III., paragraph A.: Change the sentence to: It is a day-long event that will focus on advocacy/fundraising.
- B. Maggie motioned and Lisa seconded the motion to approve the February 13, 2019 Meeting Minutes as amended. Unanimous approval.

VI. Treasurer's/Endowment Report

- A. Lisa distributed copies of the Library Trust Fund Accounts Spreadsheet as of February 28, 2019.
1. The total amount of all funds is \$466,308.65.
 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 referenced the two debits from the Scoboria Enterprise account.
- B. David noticed that the Serlina Richardson Account has a minimum balance of \$200. There is currently \$269.47 in the account, which would give us \$69.47 that we could spend.
1. Jillian recommended spending the \$69.47 on refreshments for Spring Fest.

VII. Friends' Report

- A. David and Becky attended the Friends Meeting but had to leave early in order to attend the Finance Committee Meeting.
- B. David was pleased that the Friends have adopted the Robert's Rules of Order for Small Organizations for their meetings.
- C. David said that the Friends discussed the possibility of changing their fiscal year to align with the Library's fiscal year but no decision was made during the meeting.
- D. David also mentioned that the Friends discussed whether to change their museum pass policy, which they will continue to discuss at their April meeting.

VIII. Director's Report

- A. Becky updated the Trustees that Al Leal will be returning to work, on light duty, starting April 22, 2019.
- B. Becky said that the HVAC ductwork insulation project is complete and we will have to wait for the humid weather this summer to be able to assess whether it makes a difference.

- C. Becky and the Trustees shared positive feedback regarding the carpet replacement project.
 - 1. Becky said that staff helped move furniture to reduce the cost of the installation.

IX. Update on fundraising sub-committee meeting

- A. The fundraising sub-committee has been updating the Trustee Google Drive with their fundraising efforts.
 - 1. Fundraising sub-committee members have been contacting Businesses and Banks to discuss donating to the Impact Fund.
 - a. We received a \$1,000 donation from Enterprise Bank.
- B. We also received a \$5,000 donation for the Impact Fund from DCU following Becky's communication with them regarding our gratefulness for the donation this Fall, which we used for the Clint Smith event and donating to the Impact Fund Pop-up Library fundraiser.
- C. Becky will forward an application template to the Trustees that can be used for filling out other applications.
- D. The Trustees discussed the Town Meetings that they attended with Library staff.
 - 1. Sarah shared positive feedback from the Commission on Disabilities meeting she attended this week with Vickie.
 - 2. David and Becky attended the Cultural Council Meeting and were pleased with the feedback they received.
 - a. The Cultural Council informed them that we could apply for grant funds for the Pop-up Library and explained the timeline for applying.
 - b. The Cultural Council suggested having a cutout of the Pop-Up Library Vehicle in the Children's room with a space for the children to stick their heads through for photos.
 - 3. Laura attended the Center School PTO Meeting with Marty and said that each elementary school has a signature event each year and they recommended that the Pop-Up Library could appear at each of the events.

X. Update on Spring Fest plans/dessert solicitation discussion

- A. The Trustees discussed the possibility of contacting restaurants that have donated desserts in the past for our Winterfest event to see if they would be willing to donate a dessert for Spring Fest.
 - 1. Laura volunteered to call restaurants to request dessert donations.
 - 2. Sarah volunteered to ask Costco about donating a dessert.
 - a. Becky will email all of the Trustees a list of the restaurants that have donated before in case anyone else is interested in helping with this undertaking.
- B. Becky said we will also look into purchasing some desserts from local caterers.
 - 1. Sarah will contact Especially Sweet Needs to find out information about their desserts and pricing.
- C. The placement of the furniture for the event will be decided once we have a better idea of attendance for the event.

XI. Focus group data updates/survey ideas

- A. Becky said that there is a Strategic Plan folder on the Trustee's Google Drive that contains all the survey data.
 - 1. Becky mentioned that we received 40 responses from the separate survey that was sent out to North Chelmsford residents and 55% of respondents said that they use the Main Library.
- B. Becky showed the Trustees two options for the survey and the Trustees decided to use the pictorial survey with memes on it.
- C. The survey, which will only contain 5-7 questions, is targeted to be sent out during the month of April during National Library Week.

XII. March/April Events – review who is attending what

- A. Becky mentioned that the Library could use help from the Trustees for the following events: The Volunteer Fair, Spring Fest, Book Tastings, and the Hands on Nature Arbor Day program.

XIII. Carpet project update

- A. We received a plaque from Interface Carpeting explaining the carbon neutral benefits of the new flooring. The plaque was accidentally made out to the Chelmsford Public Schools instead of the Library.
- B. Becky said that all of our carpeting that was torn out is being recycled.
- C. The Trustees discussed a variety of options for phasing the rest of the carpet replacement project.

XIV. Potential donation of artwork

- A. Will Cunha would like to donate a print of a photo he took that was signed by George and Barbara Bush to the Library that we could auction off as a fundraiser for the Impact Fund Pop-Up Library.
 - 1. David recommended asking Will to attend a Trustee Meeting so that he can explain his idea and the auction process in more detail.

XV. Review samples of other library's Annual Giving Reports

- A. Becky showed the Trustees examples of a variety of Library's Annual Giving Reports.
 - 1. The Trustees liked the letter to donors with an Annual Giving Report from the Seattle Library.
- B. The possibility of a list of donors being added to the Trustee's section of the Annual Town Report was discussed but no decision was made.

XVI. Discussion of fertilizer

- A. Becky said that last year we used an organic fertilizer with the least environmental impact on the Scoboria property but it did not work very well.
 - 1. Becky discussed the possibility of using Nutrients Plus Screamin' Green, which is a fertilizer that is the most natural fertilizer but is not organic.
 - a. The Trustees agreed to try the new fertilizer but would like Becky to contact the Town first to find out if an inorganic fertilizer can be used near the wetlands.

XVII. Adjournment

- A. Maggie motioned and the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Melissa McCarthy

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