

Chelmsford Public Library Trustee Minutes

May 20, 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 Jillian at 7:04 p.m.

II. Public Comments – None

III. Library Reopening Plan Update

- A. Becky stated that the Library's original plan for a phased reopening has been accelerated as Governor Baker's announcement on Monday stated that Libraries could open beginning the week of May 25th for curbside pick-up.
1. Becky said that we were not planning on beginning curbside pick-up so quickly but that plans for it should be finalized by the end of the week.
 2. Curbside pick-up will only be done at the Main Library.
 - a. All of the holds at MacKay were moved to the Main Library.
 - b. Staff will contact patrons to let them know that MacKay is not currently open to the public and that their holds are at the Main Library and are available for curbside pick-up.
 3. The curbside pick-up will take place at the bottom of the ramp. There will be a pop-up tent, a table, and a banner at the bottom of the ramp. Staff will put the items onto the table and the patron will come out of their car and pick up their items from the table. The staircase will be roped off so that patrons don't try to enter the Library.
 4. There will be signage outdoors indicating that only curbside pick-up is available.
 5. Becky has emailed staff to notify them of the changes to our reopening plan.
 6. Becky has been meeting with administrative staff and department heads this week to go over the reopening plan and to tour the building and review plans for PPE.
 7. Gary Persichetti, Director of Public Works, was at the Library this week training Mike Harradon and Al Leal on new cleaning procedures. Gary Persichetti also brought many PPE materials to the Library, such as gloves, masks and hand sanitizer.
 8. In addition, some of the members of the Friends of the Library have volunteered to make fabric masks for Library Staff.
 9. Becky will be meeting with the Task Force on Friday.
- B. Becky said that Circulation staff members worked hard to check in all the books from the back log that had been quarantined.
1. The circulation staff will call patrons to check-in, let them know about curbside pick-up beginning on Tuesday May 26th, and to find out if they still would like their holds.
- C. Beginning on Tuesday, May 26th the staff will resume their library schedules, with the one exception that the Library will be closing at 8:00 p.m. to allow for deep cleaning.
1. Becky said we originally planned on doing a rotating staff schedule but there are many reasons why this is no longer feasible, including two staff members retiring, some staff needing to work from home, and not having enough custodial staff members to rotate weeks. The library's original staggered schedule should help mitigate staff contact.
 2. The Library staff will be attending a Zoom meeting reviewing Safety guidelines on Friday at 1:00 p.m. with Steve Cerven, the Town's Safety Specialist.
 3. Becky also mentioned that Melissa is developing guidelines for the break room usage.
 4. Furniture has been moved around in the Library to promote social distancing and important signage has been put up.

- D. The Library staff is working to figure out how to support the technological needs of the community.
 - 1. One idea is to loan out the Library laptops for patrons to use in the parking lot since they would be able to access our WIFI in the parking lot.
 - 2. The Library had purchased 20 tablets previously, 10 for senior citizens and 10 for general use. We are planning to circulate these tablets once they are configured.

IV. Budget Discussion

- A. Becky stated that she has to submit a proposal for a 5% budget cut to Town Manager Paul Cohen by 1:00 p.m. this Friday. This budget cut would be for the 2021 fiscal year which begins on July 1, 2020.
 - 1. Paul Cohen asked for the items in the proposal to be prioritized.
 - 2. The 5% budget cut equals a decrease in the budget of approximately \$109,000.00
 - 3. Becky presented two possible proposals to the Trustees for them to review and discuss.
 - 4. The Trustees discussed both options and came up with an additional proposal that everyone agreed upon.
 - a. The major changes would be that MacKay would be closed, the staff who work at MacKay would be given hours to work at the Main Library, Sunday OT shifts would be reduced to being open January – May instead of October – May, and we would only fill one out of the two available staff positions available at the Reference Desk due to staff retirements. It was recommended that the Library delay hiring a replacement staff member for the Reference desk till the fall in order to help with the budget cut.
 - b. Additional cuts will also have to be made to the book budget and the staff education and travel lines.
 - c. Becky decided to proceed with the guidance from the Trustees based on the suggestions and in-depth discussion.

V. Pet Food Drive Request

- A. The Library received a phone call from the Chelmsford Dog Association. They asked to have a pet food drive, in the Library's parking lot, on May 30th at 2:00 p.m.
 - 1. The pet food drive would support Nevens Farm in Methuen.
 - 2. The Chelmsford Dog Association is a local non-profit organization.
 - 3. The Trustees agreed to allow the pet food drive since the Library is not currently open to the public. Staff will notify them of the best location in the parking lot to hold the drive.

VI. Adjournment

- A. Jillian motioned to adjourn the meeting and it was adjourned at 8:13 p.m.

Respectfully Submitted,
Melissa McCarthy
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