

Chelmsford Public Library Trustee Minutes

June 10, 2020

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

I. Meeting called to order by Becky at 7:07 p.m.

II. Election of the Officers

A. Election of the Officers

1. Adam motioned to nominate Maggie Marshall for Chair of the Board of Library Trustees. David seconded the motion. Unanimous approval.
2. Laura motioned to nominate Adam Schertzer for Vice-Chair of the Board of Library Trustees. Katy seconded the motion. Unanimous approval.
3. Laura motioned to nominate Katy Wood Van Dyne for Treasurer of the Board of Library Trustees. Adam seconded the motion. Unanimous approval.
4. David motioned to nominate Jane Collins for Correspondence Secretary of the Board of Library Trustees. Laura seconded the motion. Unanimous approval.

B. Trustee Liaisons

1. Jillian Kenny is the Capital Planning Liaison.
2. The Trustees did not elect one person as a Friends Liaison; instead they will continue to sign-up to attend meetings during the year.

C. Other Assignments

1. David Braslau and Laura Ecker will be available for assistance with the building facility's needs.

III. Announcements

- A. The next Library Trustee meeting will be June 24, 2020.

IV. Approval of the Consent Agenda

- A. Katy motioned and Laura seconded the motion to approve the Consent Agenda. Unanimous approval.

V. Reopening Plan Update

- A. Becky stated that there were official guidelines from Governor Baker for reopening Libraries.

1. The CDC is recommending quarantining materials for 24 hours once they are received.
 - a. MLS and ILMS both recommend quarantining materials for 72 hours.
 - b. We have been quarantining materials for a week but now feel comfortable changing to the 72 hours model that libraries are following.

- B. Becky provided the Trustees with some statistics on Curbside Pick-up.

1. The busiest times of day for Curbside Pick-up are 10 a.m. – 12 p.m. and 2 p.m. – 4 p.m.

- C. Becky said that the Library is continuing to work on Phase 3 of our reopening plan.

1. Becky plans to send the Trustees a more detailed layout of the Phase 3 reopening plan by the end of next week.
2. The Library is considering having special hours, such as grocery stores have for Senior Citizens.
3. Maggie voiced concern about how the Library would handle patrons not wearing a mask.

- a. Becky responded that the Library has masks available to give to the public as they enter the building if they do not have a mask.
 - b. Becky also said that staff members should contact a department head, Vickie, Becky, or Brian if there is any concern over a patron not wearing a mask.
- D. Becky notified the Trustees that the Library put together 80 grab bags of books that will be delivered with the Meals on Wheels program.
1. We hope to figure out who is housebound and to make plans for possibly making deliveries to them in the future.
- E. MacKay Branch Library will remain closed due to small spaces that do not allow for social distancing and unmet requirements for HVAC within a public building.

VI. Plans for Pop-up Mobile Library

- A. Becky said that the Library needs to figure out staffing in order to allow for two staff members to leave the building to use the Pop-up mobile library.
- B. The earliest we expect to be able to start using the Pop-up mobile library would be after the 4th of July due to current staffing limitations.

VII. Staffing Updates

- A. Becky said that the Library is currently short staffed due to two staff members retiring, two custodians giving their notice, and staff members working from home until the end of June.
 1. Becky commented that when the positions are replaced, for the staff retiring from the reference desk, they can only be 19-hour positions, which are not benefited, due to the budget forecast for FY21 and FY22.
- B. Becky reported that staff members currently working have provided feedback that they have felt safer and more comfortable being back at work than originally expected.
- C. Staff at the Library was notified that we need to complete employee evaluations and return them to Town Hall by June 22nd.
 - a. Becky's evaluation by the Board of Library Trustees must be completed and returned to Town Hall by June 22nd too. Becky will send out the form to the Trustees by the end of this week.

VIII. Policy Changes

- A. 2.1 Public Service Policy and 2.5 Guidelines for Use of the Library Policy
 1. Change gender to gender identity in both policies.
- B. Katy recommended adding something about the staff also being treated respectfully.
 1. David recommended adding the words "and staff" to this sentence in Policy 2.5 so it now reads "Patrons and staff should be treated respectfully and not be discriminated against on the basis of age, race, sex, gender identity, nationality, educational background, physical limitations, or any other criteria which may be a source of discrimination."

IX. Adjournment

- A. Jillian motioned to adjourn the meeting and it was adjourned at 7:52 p.m.

Respectfully Submitted,
Melissa McCarthy
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