

# Chelmsford Public Library Trustee Minutes

## July 8, 2020

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

- I. Meeting called to order by Maggie at 7:04pm
- II. Announcements – none
- III. Consent Agenda
  - a. Jill motioned to accept the consent agenda with the July 1 meeting minutes, David seconded. Unanimous approval.
- IV. Ongoing Business
  - a. Reopening Plan
    - i. Monday, July 13<sup>th</sup> is planned reopening day
      1. Most libraries in the Consortium are waiting to reopen
    - ii. Monday, July 6<sup>th</sup> State updated Phase 3 guidelines
      1. Stated a recommendation that capacity could be based on 8 people per 1,000 of usable area. Upon review, recommended 75 in the building as a maximum. Computers set up every other station for proper social distancing.
        - a. David and Maggie agreed with recommendation.
      2. A Frame signage for capacity limits will be located in different areas of the building
      3. Visitor log required for all patrons for contact tracing
        - a. Notice will go out in next newsletter
        - b. Verbal announcements if building is getting close to capacity
        - c. Visitors allowed to stay for 30 minutes
      4. Curbside pickup will continue
      5. Becky sent FAQ for Patron Pandemic guidelines for Trustees to review and comment – no comments.
      6. Waiting on last minute plexiglass installations.
    - iii. Discussed getting a retractable awning for the curbside pickup area. Trustees agreed that awning is necessary and directed Becky to investigate buying it.
- V. New Business
  - a. Staffing
    - i. Hired 2 new maintenance/custodial employees to help with cleaning
    - ii. 1 employee out on 12 weeks CARES Act
    - iii. 1 employee out on 2-week CARES Act
    - iv. Currently have 8 resumes for the reference librarian position
    - v. Looking for a potential 19-hour position for this fall

- b. Diversity in Staffing, Board and Policies
  - i. Discussed how to get more diversity all around, staff, Board, programming.
    - 1. Maggie mentioned that staff is a great resource (eyes and ears) for suggesting active patrons who could be approached to run for Board.
    - 2. David commented we need to step up recruitment strategies, perhaps start earlier in the year.
    - 3. Becky asked Board to think of ways to grow our new users
      - a. COVID closure actually increased online sign-up for library cards/use by 300 people
    - 4. David suggested inviting the Community Services Coordinator to a Trustee meeting to see if she has suggestions for outreach.
    - 5. Jane suggested reaching out to current CHS students and recent grads to ask them for idea to increase diversity.
      - a. Becky will reach out to a former page who is active in the social justice area for potential collaboration.
    - 6. David suggested an Associate Board in order to groom more people to run for Trustee.
      - a. Potentially include a CHS student
    - 7. Becky will ask other Libraries how they have gone about increasing diversity.
- VI. Public Comments – none
- VII. General Info
  - a. Another car drove off the wall. Becky will reach out to DPW to see if there is something that can be placed on that area as a visual queue to protect cars from driving over.
  - b. Becky will share this information with John Sousa, since we have a request in for wall improvement in the Capital Plan.
- VIII. Katy motioned to adjourn. Unanimous approval. Adjourned at 8:04pm