Chelmsford Public Library Trustee Minutes
July 9, 2019

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

I. Meeting called to order by Jillian at 6:36pm
II. Public Comments – None
III. Announcements – None
IV. Correspondence – None
V. Approval of Consent Agenda including the Minutes, Treasurer’s Report and Friends Report
   a. Maggie motioned and Laura seconded the motion to approve the July 12, 2019 consent agenda
VI. New Business
   a. CD rollover
      i. Suggestion was made to rollover CD since interest rates will most likely be going down over next 24 months.
         1. Lowell 5 has best rate at 2.4% over 24 months – recommended to go with Lowell 5 option
         2. Current Scoboria fund has $284,000. Discussed withdrawing $30,000 and depositing it into the gift book fund and reinvesting the remaining $254,000
            a. Maggie motioned that we direct John Sousa to take out $30,000 from the Scoboria fund at Lowell 5 and reinvest the remaining $254,000. David seconded the motion. Unanimous approval.
   b. Survey Decision
      i. Discussed MacKay hours and recommended sending a follow up survey regarding MacKay hours
      ii. Bigger question was why just target MacKay – perhaps send survey to all patrons regarding more hours overall. Some suggested survey questions were:
         1. More hours at Main library
         2. Longer season for Sunday hours
         3. More hours at MacKay
      iii. Suggestion to rank survey questions or do a separate survey for Main Library and MacKay library.
      iv. ACTION: Becky to ask Brian & Danny to come up with sample surveys for Becky to present to Trustees at next meeting.
   c. Mobile Library Rollout/Update
      i. Buying the vehicle from the factory is significantly less expensive than buying from the dealer. $37,000 off the lot vs $25,000 from the dealer.
         1. We have a quote for roughly $25,000
         2. 8-12 week lead time
VII. Trustee Retreat  
   a. Team Building Exercise: the Trustees participated in an escape room experience on the 2nd floor of MacKay Library. It was a creative and thought provoking exercise that was enjoyed by all. 
   b. Discussion of Goals 
      i. 2018 Goals - Trustees agreed the group was proficient and met expectations for goals set for 2018. 
      ii. 2019 Goals – general discussion about potential 2019 goals. Jill and Maggie to meet to brainstorm 2019 priorities and group will vote at next meeting. 
VIII. General discussion on how Trustees can work with and support FOL including their 2020 membership drive. 
IX. Meeting adjourned at 8:42pm.