

# Chelmsford Public Library Trustee Minutes

## August 12, 2020

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

**Absent:** Jane Collins

**Also Present:** Phakdey Yous

### **I. Meeting called to order by Maggie at 7:04 p.m.**

### **II. Announcements – None**

### **III. Approval of Consent Agenda**

- A. Katy motioned and David seconded the motion to approve the Consent Agenda with one amendment to the July 8, 2020 Trustee Meeting Minutes. Unanimous approval.
- B. The following amendment was made to the July 8, 2020 Trustee Meeting Minutes:
  - 1. Roman numeral V, paragraph b, number 6, section a: Change includ to include.

### **IV. Reopening Updates**

- A. Becky shared updates on the reopening of the Library
  - 1. Patrons have been respectful of the 30-minute time limit and the switching out of the keyboard and mouse for computer use has worked well.
  - 2. We have been fortunate to have enough custodial staff to be able to accommodate the extra cleaning shift added due to COVID-19 precautions.
    - a. We are currently using COVID Relief funds to pay for the extra custodial shifts. If we no longer have access to those funds but continue to need the extra cleaning hours, we may have to use State Aid for staff salary support.
  - 3. There are still a lot of people that are choosing to use curbside pickup.
  - 4. We continue to have a few people each day sign-up for library cards online.
  - 5. The traffic flow in the Library has been good - allowing one person in each aisle at a time seems to work.
  - 6. Virtual programming has been well attended and easy to manage.
  - 7. Only approximately five people have entered the building without a mask because they forgot it but we gave them a mask to wear.
- B. Becky asked staff to share any concerns they had involving the reopening of the Library.
  - 1. Staff requested more frequent cleaning of the door handle and keypad at the staff entrance after most of the staff enter the building in the morning.
    - a. Door will remain open in the morning and will be cleaned around 9:30 a.m.
  - 2. Concern that some of the custodians wear masks that are too loose.
    - a. Purchased masks for custodians that will fit better and are more breathable.
  - 3. Lunchroom chairs are too close to each other.
    - a. Moved furniture around to allow for social distancing in the lunchroom.
  - 4. Young children not monitored by parents and not socially distancing.
    - a. Added signage in the building indicating that parents must stay with their children.

**V. Associate Board Discussion**

- A. David said that an Associate Board would allow people to become more familiar with the Board and participate in the monthly meetings.
- B. Becky mentioned that the Trustees would need to decide how many people would be on the Board, what the Board would do, and what the commitment would be.
- C. Becky will contact other libraries in the Consortium to find out if any of them have experience with an Associate Board or subcommittee.
- D. David would like to see the members of the Associate Board representative of the community as a whole.
  - 1. The Trustees suggested having a senior citizen, a CHS student, and a member of the group SURJ (Stand up for Racial Justice) as members of the Associate Board.
  - 2. Phakdey is interested in becoming a member of the Associate Board.

**VI. Staffing Update**

- A. Becky reported that several staff members are still waiting to find about school in the fall and childcare. This may impact their work schedules. There will be more updates at the September Trustee Meeting.
- B. The Library hired a new full-time Reference Specialist. Her first day is on Monday.
- C. Interviews are being conducted for the part-time reference specialist position.
- D. One of the new custodians has had extra subbing shifts because another custodian has been out of work due to an injury.

**VII. Curbside pick-up awning update**

- A. The Library received quotes from three companies for the installation of a permanent awning for the curbside pick-up area.
  - 1. The quotes ranged from \$3,200 - \$8,500.
  - 2. The company with the lowest quote is Morgan Awning.
  - 3. After checking references, the Library will likely contact Morgan Awning to set-up a date for installation.
  - 4. The new awning will have a wind sensor that will close the awning if it is too windy.
  - 5. The wiring for the awning will be done by the Town.

**VIII. Cub Scout Request**

- A. The Library received a request from a Cub Scout Troop to use our parking lot for a viewing of a ballgame.
  - 1. The Trustees discussed this request and were concerned about the number of people possibly attending it with Governor Baker's new order of only 50 people at an outdoor gathering.
  - 2. The Trustees were also concerned that it would have to happen when the Library is closed and there would be no bathroom available for people to use.
  - 3. Becky will contact the group and let them know the Trustees' concerns. She will also offer to loan the troop a Wi-Fi hotspot that can be used at another location.

**IX. Sharing of Public Comments – None**

**X. Adjournment**

- A. Laura motioned to adjourn the meeting and it was adjourned at 7:48 p.m.

Respectfully Submitted,  
Melissa McCarthy  
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