

# Chelmsford Public Library Trustee Minutes

## September 9, 2020

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

**Also Present:** Phakdey Yous

### **I. Meeting called to order by Maggie at 7:01 p.m.**

### **II. Announcements**

- A. Becky announced that Brian Herzog accepted an Assistant Director position in his home state of Ohio and his last day will be October 2<sup>nd</sup>.
- B. Maggie completed the Board of Library Trustees FY20 summary for the Town Report.
  - 1. Becky will email the Trustees the FY20 summary for the Library and the Board of Library Trustees that will be in the Town Report.
- C. The birdhouse in the Greenway is back after being taken down for repairs because it was not withstanding the weather.

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

- A. Katy motioned and David seconded the motion to approve the Consent Agenda with one amendment to the August 12, 2020 Trustee Meeting Minutes. Unanimous approval.
- B. The following amendment was made to the August 12, 2020 Trustee Meeting Minutes:
  - 1. Also Present: Change Phakdey's last name from Vous to Yous.

### **IV. Friend's Meeting**

- A. Jane attended the Friend's Meeting this month.
  - 1. Jane said that the Friend's Book Sale Committee plans to reconvene to make a plan for accepting book donations again. They hope to begin accepting donations in October.
  - 2. Jane mentioned that the Friends are having another pop-up book sale this Sunday.
    - a. Becky commented that the Pop-Up Library Vehicle will be participating in the pop-up book sale.

### **V. Reopening Updates**

- A. Becky reported that the virus cleaning at the end of the day is not taking as long as before and is considering changing the hours the Library is open to the public from 10 a.m. – 8 p.m. to 9:30 a.m. – 8:30 p.m.
  - 1. Becky said that it has been difficult fitting staffing hours in with the Library being open for less hours so this change would be helpful.
  - 2. Becky added that people might take more advantage of curbside pick-up later in the evening as it gets darker earlier.
- B. Staff at the greeter desk will begin asking Senior Citizens that are coming in during the senior hour if they are coming in during that time period because it is senior hour or if it is because it is the usual time they like to come in. They will also ask if they would feel comfortable coming into the Library if there were no special senior hour.
  - 1. Becky said that some patrons have come in during the senior hour that were not seniors or at high-risk and have been frustrated when asked to come back during regular hours.
- C. The Library signed up for an online training workshop on strategies for getting your patrons to follow your COVID guidelines including the wearing of a mask. The workshop is by Ryan Dowd, a Library advocate who has taught numerous workshops centered on working with the homeless. An email was sent out to staff asking all employees to watch the training.

D. The Trustees discussed Sunday hours and noted that Saturdays were still not as busy as weekdays so there is currently not a demand for it. Trustees will discuss again at next month's meeting.

## **VI. Team Building Exercise**

A. The Trustees participated in a team building exercise.

## **VII. Outreach Efforts**

A. The Library is interested in purchasing a calling module with a broadcast system to be able to reach out to more people especially since many people do not have access to the internet.

1. The price is \$400 for one year or \$800 for twenty-five years. We prefer to purchase the one-year subscription to trial it out and find out if we like it.

## **VIII. Associate Board Discussion**

A. Becky sent out a query in a Public Library List Serv and a Facebook group to find out if any other Library's have experience with an Associate Board or Subcommittee.

1. Becky received feedback from one Library out-of-state that has an Associate Board with five members each serving a one-year term. Otherwise all other responses were from Libraries with an events committee, a fundraising committee, etc.
2. Sara reached out to the group organizing the Windows and Mirrors programs. Two people helping organize this worked at the Library previously as Library Pages. We will reach out to them.
3. Becky has been in contact with a person at the State level in charge of Trustee Orientations that will look into whether any other Library's out-of-state have experience with an Associate Board.

## **IX. MacKay Garden**

A. We want to put new plants in the MacKay Garden.

1. Becky will contact her friend, who is an amateur garden enthusiast, to go with her to purchase some perennials to plant at MacKay.
  - a. Becky said we will pay for the plants out of our Building Maintenance budget.

## **X. Quarantining Returned Items**

A. Becky said that at the beginning of the pandemic Web Junction and the Battelle Institute began replicating a Library environment to find out how long COVID survives on surfaces. It is called the REALM project.

1. The project recently shared that COVID could survive on stacked materials for 6 days. We are currently stacking our materials on tables to quarantine for 4 days.
  - a. The Trustees thoroughly discussed whether to continue to quarantine returned materials for 4 days or to change it to a 7-day quarantine, out of an abundance of caution.
  - b. Laura motioned and Jill seconded the motion to extend the quarantine time for materials from 4 days to 7 days. The motion passed with 6 votes in favor and 1 abstention.

## **XI. Adjournment**

A. Jill motioned to adjourn the meeting and it was adjourned at 8:02 p.m.

Respectfully Submitted,  
Melissa McCarthy  
Melissa McCarthy