

Chelmsford Public Library Trustee Minutes

September 11, 2019

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

Absent: Maggie Marshall

- I. Meeting called to order by Jillian at 7:09 p.m.**
- II. Public Comments – None**
- III. Announcements – None**
- IV. Approval of the Consent Agenda**
 - A. David motioned and Laura seconded the motion to approve the Consent Agenda, excluding the Treasurer's Report (as it was not available for review at that date) and pulling out the Trustee Revised Goals as a separate agenda item. Unanimous approval.
- V. Review of the Revised 2019 Trustee Goals**
 - A. The following amendments were made to the Revised 2019 Library Trustee Goals
 1. Goal 5: Change the sentence to: Strive for a Board that is balanced and representative of the library community and can provide relevant experience and expertise as needed.
 2. Goal 3: Change the word "utility" to the word "benefit"
 3. Goal 4: Capitalize Library Trustees at the end of the sentence.
 4. Goal 5: Capitalize Board the two times it appears in the first sentence.
 - B. David motioned and Laura seconded the motion to approve the Revised 2019 Trustee Goals as amended. Unanimous approval.
- VI. Mobile Library rollout**
 - A. Becky stated that the Pop-Up Mobile Library will be delivered to Stonewell Bodies on October 18, 2019 for fabrication, which should take approximately 3-4 days.
 - B. The Library truck will be able to be picked up at Stonewell Bodies in Genoa, New York, which is 5 ½ hours away, once the fabrication is completed.
 1. Becky asked if any of the Trustees were willing to help pick-up the truck and added that the Library Trustees are able to drive the vehicle since they are covered by the Town's Insurance as Elected Officials.
 2. David offered to help but will be out of town October 23rd – October 28th.
 3. The two people that go to pick up the truck will need to stay overnight in New York since it is a long drive.
 - C. Becky also reported that Brian is working with a sign place in Chelmsford on the vehicle wrap for the truck.
 - D. The Trustees suggested parading the truck around Town on Giving Tuesday as a way to thank the community for giving towards the fundraising campaign and unveiling it to the community.
- VII. Strategic Plan discussion and approval**
 - A. Katy and Jillian shared positive feedback with regard to the Strategic Plan document.
 - B. Becky explained that the Strategic Plan is a living document. We submit an action plan every year and there is always an opportunity to add/change another action item or goal.

- C. David motioned and Adam seconded the motion to accept the 2020-2025 Strategic Plan subject to final review and edit. Unanimous approval.

VIII. Helping with the Friends 2020 initiative

- A. The Friends are planning a Wicked Good Library Party for October 20, 2019, which is the first Sunday that the Library is open since May 19, 2019.
 - 1. There will be a person dressed as the Wicked Witch at the event and the activities will follow the theme of the Wizard of Oz.
 - 2. The Friends are looking for volunteers to help with this event.
 - a. Adam and Laura volunteered to help with the event.
 - b. Sarah volunteered to make Halloween themed cookies for the event.
- B. Becky will get an updated copy of the script for advertising the Friends 2020 by 2020 campaign prior to Library programs and will send it to the Trustees in case they attend a Library program and are willing to read the script.
 - 1. In addition to reading the script about the membership campaign, Becky suggested announcing that programs like these are sponsored by the Friends so that patrons know how much support the Friends give to the Library.
- C. Laura purchased a Friend's membership on PayPal and commented that she received a receipt from PayPal or an acknowledgement card from the Friends.
 - 1. Becky mentioned that PayPal does not allow you to customize much and she believed that since the payment was just received last week, that a written acknowledgment was still to come from the Friends.
- D. Becky is going to ask the Friends to add all of the Trustees to their email list so they receive their meeting minutes. Becky will also add the Trustees to the Friends' general email list.

IX. Update on Carpet project

- A. Becky was pleased with the carpeting project and commented that the carpet replacement was done sooner than expected.
- B. Becky commented that staff helped move the furniture so that we did not have to pay extra for the furniture to be moved by the carpet installers.
- C. Becky said that the staff area on the Lower Level of the Library is the only area left that needs carpeting replaced. We will need to make a capital request for this third phase of carpet replacement for FY2021. After the Trustee Meeting, the Trustees toured the Children's Room to view the new carpeting.

X. Update to behavior policy

- A. The Trustees discussed the option to add a statement to the Library's behavior policy about patrons wearing appropriate attire.
 - 1. Becky read an example of a statement about appropriate attire she found and the Trustees thought it would be appropriate to use as part of the Library's behavior policy.
 - a. Katy motioned and Sarah seconded the motion to include the line "Appropriate attire including shirts and shoes must be worn. (Examples of inappropriate footwear include but are not limited to skates, cleats or rollerblades)" to the Library's behavior policy. Unanimous approval.

XI. Staff Training Recap

- A. The staff training this week included a presentation by Jen Melanson, the new Town Social Services Coordinator.
 - 1. Jen came to the Library recently to help Becky during a meeting with a patron that had been part of some uncomfortable interactions with one of our staff members over the course of several months.

2. Jen will be hosting a Chelmsford Social Services Open Office at the Library one Saturday per month.

B. The staff also took part in an Active Bystander training.

1. The training reviewed what an active bystander is and gave staff examples of ways to be a bystander and actively help the person being harmed.
2. It covered ways to keep yourself safe while helping someone in a harmful situation and different ways to support each other.

XII. Capital Planning Board

A. Jillian reported that she received an email from Maggie Marshall stating that she is no longer able to be the Board's Capital Planning Liaison because she received notification from John Sousa that they were changing the day of the Capital Planning Meetings and it is on a day that she is unavailable.

1. Becky emphasized the fact that there needs to be a Library Trustee on the Capital Planning Board and asked for someone to volunteer to attend the meetings.
 - a. None of the Trustees volunteered during this meeting. This will be further discussed at the October Trustee Meeting.

XIII. Library truck discussion

A. Becky referenced her Director's Report and stated that our truck is still unable to be used because we have been unable to find a fuel tank, even though we have three different companies trying to find us one.

1. The past two trucks we have had were given to us from the Town. The Town does not have any other trucks available at this time.
2. The Trustees questioned how much we have spent over the last five years on vehicle maintenance for our current truck. Melissa will gather that information.
3. Currently, our custodians have been using their own vehicles to commute to the MacKay Branch Library and Town Hall. This includes bringing heavy loads of boxes of books from the Carriage House to the Town Hall Gym for the Friends of the Library. They are reimbursed for their mileage.
4. The Trustees discussed a variety of options for what could be done moving forward if we are not able to repair our current truck.
5. Becky will have a conversation with Gary Persichetti about our options.

XIV. Adjournment

A. The chair, Jill motioned to adjourn the meeting at 8:30 p.m.

Respectfully Submitted,
Melissa McCarthy
Melissa McCarthy