Chelmsford Public Library Trustee Minutes
October 9, 2019

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

Absent: Sarah Conte, Adam Schertzer

Also Present: Maureen Foley, Co-President of the Chelmsford Friends of the Library

I. Meeting called to order by Jillian at 7:04 p.m.

II. Public Comments
   A. Maureen Foley described the set-up, photo ops and activities planned for the Friends’ Wicked Good Library Party on October 20, 2019, 2:00 p.m. – 4:00 p.m.
      1. This party is the kick-off event for the 2020 by 2020 Membership Drive and includes a costume parade, which will hopefully attract families with young children to attend.
      2. Laura suggested having small photo props to hold up for the photo ops similar to the kind that are often used at a photo booth at weddings.
         a. Becky said that the Library can make the signs for the photo ops.
   B. Laura recommended advertising the Wicked Good Library Party with local schools and preschools.
      1. Becky will ask staff to compile a list of local schools and preschools and put together an advertisement to send to the locations.
   C. Becky suggested also contacting Kathy Cryan-Hicks to find out if local preschools are on the non-profit email list that receives notifications about the free boxes of books offered to schools at the end of the Friends Book Sale.

III. Approval of the Consent Agenda
   A. Melissa distributed copies of the Library Trust Fund Accounts as of August 31, 2019 Treasurer’s Report for the Trustees to review.
   B. The following amendment was made to the September 11, 2019 Trustee Meeting Minutes:
      1. Roman Numeral VIII, paragraph C.: Change: “… she did not receive a receipt from PayPal…” to “… she received a receipt from PayPal…”
   C. Katy motioned and David seconded the motion to approve the Consent Agenda as amended.
      Unanimous approval.
      1. Becky commented that it is possible that the carpet replacement project and school starting a week early this year could have affected the number of museum passes being used, but we will monitor it.
      2. Becky mentioned that it might be worth purchasing another set of passes to the Museum of Science and the Aquarium since they seem to be the most popular passes.

IV. Mobile Library update
   A. Becky stated that the Library received a preliminary drawing of the space on the truck for the wrap.
      We hope to receive the updated drawing by Monday. We will bring the drawing to the sign place in Chelmsford where we will be purchasing the wrap.
      1. Currently the plan is for Becky and Brian to go to Genoa, New York to pick up the truck when it is complete, which is expected to be in late October 2019.
B. Becky said that the Mobile Library truck will need to be stored in a garage December-February.
   1. Becky has spoken to some Town Departments to find out if there is a Town garage that we can park the truck in for the winter months.
   2. Another option is for the Library to pay for a garage space somewhere in Town for the truck.
C. The Trustees gave Becky the go ahead for Library staff to create the design for the exterior wrap on the Mobile Library truck.

V. Helping with the Friends 2020 kick-off party
A. Adam, Laura and Katy will help at the event and Sarah is making ruby slipper cookies for the event.

VI. Results of Hours Survey
A. Becky stated that we received 915 completed surveys and that 59% of people answered that they would like to have the Library open on Sundays year-round.
   1. Becky said that the town manager has requested a level service budget for 2021 and that she would need to put in a supplementary request to ask for the extra salaries to have the Library open year-round on Sundays. It would probably be an additional $15,000-16,000 to pay the salary for the extra four months of Sundays.
      a. David recommended submitting the supplemental request with the survey results as supporting data and if we are denied, we could consider using State Aid to pay for some of the additional Sundays.

VII. First Amendment Audit discussion
A. Becky sent information about the first amendment audits to the Trustees for them to review prior to the Meeting.
B. Becky explained that the Library is a limited public forum. She added that there are some restrictions to the First Amendment Audits.
   1. The auditors can film in public areas but cannot go into any areas marked Employees or Staff Only.
   2. The auditors -per our policy- cannot film children without permission from their parent or guardian.
C. Becky reviewed our current photography and filming policy and proposed the following changes to the policy:
   1. Photography, filming, audio recording, and all forms of digital imagery (including that from mobile devices) of members of the public, members of the Library staff on duty, and public programs are permitted by law in public areas.
   2. The filming of minors (without permission of the parent or guardian), or the filming of any patron, program, or presenter in a way that is intended to harass, intimidate, or interfere with their use of the Library (including the use of flash equipment), is prohibited.
      a. Katy motioned and Maggie seconded the motion to amend the photography and filming policy to reflect the recommended changes. Unanimous approval.

VIII. Update on One Book program
A. The One Book theme this year will focus on food.
B. We will be reading Kitchen Yarns by Ann Hood and Relish by Lucy Knisley. We have booked Ann Hood to come to Chelmsford for an author visit, we are still waiting on Lucy Knisley but it looks promising.
C. Becky said that there is a new Facebook group called Chelmsford Food that has over 900 members and there is a lot of excitement about food within this group that will dovetail nicely with the One Book theme.
D. Becky spoke about the possibility of doing The Longest Table at the Library and explained what The Longest Table is and entails.
E. The Trustees discussed the possibility of having a Friday Night Coffeehouse Concert with the band Hungrytown as a kick-off event for One Book during the Town’s Winterfest Weekend. The One Book books could be handed out at the event. Becky will see if they are free to book.
   1. Becky will speak with Susan Gates from the Center for the Arts to make sure we do not schedule the coffeehouse on an evening that they already have something scheduled.

IX. Winterfest/Springfest
A. The Trustees discussed the pros and cons of having a Winterfest event and decided they preferred to have a Springfest event again this year.
   1. The event would be at the end of One Book after we had our author visits and could be a finale to the One Book program.
   2. The Trustees discussed a variety of ideas for this event including having a community potluck for the event.
      a. Becky will speak to other people who have done community potlucks to find out more information about it.

X. Volunteer Reception
A. Becky mentioned that the Volunteer Reception is Friday, October 25, 2019, 2:00 p.m. – 4:00 p.m.
B. Becky said that we will continue to give out two volunteer of year awards, one for a Friends volunteer and one for a library volunteer.
C. Maggie said that she will be attending the event.

XI. Capital requests for 2020
A. Jillian agreed to be the Trustees Capital Planning Liaison.
   1. Becky will contact John Sousa to find out the date of the first Capital Planning Meeting and will notify Jillian of the date.
B. Becky said that we are waiting for cost estimates for the parking lot redesign and retaining wall project and we hope to get them by the end of the month. Becky discussed all the factors that come into play with this project and all the reasons to move forward with the redesign.
C. The third phase of the carpet replacement project will be a capital request this year.

XII. Funding chair replacement
A. Becky shared that our office chairs are 20 years old and that some of the chairs are in rough shape.
B. We originally purchased the chairs from Lucas Stefura Interiors in 1999 for $359 per chair.
   1. Melissa is working with the company to find the same type of chairs and to get a price quote.
   2. We have done some price comparisons that were shared with the Trustees.
   3. Maggie recommended purchasing the same type of chair since we know the quality of it.
   4. We will order the chairs and decide afterward whether to pay for them from State Aid or Endowment.

XIII. Discussion on potential Trustee nominees
A. Sarah is not running again for the Board of Library Trustees
B. Maggie has someone in mind for the open spot and will speak to them about it

XIV. Friends Meeting Updated List
A. Adam previously signed up to attend the November Friends Meeting on behalf of the Trustees. We will send him a reminder.
B. David volunteered to attend the December Friends Meeting
C. Melissa will send out an email listing the Friends meetings and which Trustee has signed up to attend it.
XV. Programs to help with
   A. The Trustees signed up to help at Library programs and events.
      1. David, Katy and Maggie will attend the MBLC Orientation
      2. David and Katy plan to attend the Mt. Washington program
      3. Maggie will attend the Local Authors Fair
      4. Laura will attend the Apple Pie Contest
   B. Becky showed the Trustees the packet of items to hand out at an event and a speech to give if they
      attend an event. These packets will be in the Trustees Mailbox and Library staff will refill it when
      we get low.

XVI. Adjournment
   A. Laura motioned and Katy seconded the motion to adjourn the meeting. The meeting was adjourned
      at 8:42 p.m.

Respectfully Submitted,
Melissa McCarthy
Melissa McCarthy