

Chelmsford Public Library Trustee Minutes

October 14, 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, Sandie Rainey

I. Meeting called to order by Maggie at 7:02 p.m.

II. Public Comments

- A. Becky said that she received an email from Sandie Rainey inquiring about the possibility of having a rock garden at the Library. Becky forwarded the email to the Trustees prior to the Trustee Meeting.
- B. Sandie started her rock painting group three years ago after following the Kindness Rocks Project.
 - 1. Sandie explained that the purpose of the group is to bring kindness and a smile to someone's day. Each rock has a sticker on the bottom of it notifying the person that finds it that they can either keep it or rehide it. They also ask people to post a picture of it on the group's Facebook page.
 - 2. Sandie also added that the group uses acrylic washable paints and the sealer they use is safe for the environment.
 - 3. Adam follows Sandie's Facebook group and had positive feedback to share about the group.
- C. Becky suggested that the best location for a rock garden would be the area under the zig-zag sign adjacent to the directional sign. It is a wavy undulating spot and we wouldn't have to worry about problems with lawnmowers there.
- D. Becky mentioned that the Children's room gives out craft kits each week and suggested having a rock painting kit one week. Becky will ask Sara Dempster, the Head of Youth Services to contact Sandie to discuss this further.
- E. Sandie had previously inquired about having the painted rocks at Robert's Field but was not allowed to due to concerns about the misuse of the rocks, such as throwing them.
 - 1. Maggie commented that the foot traffic at Robert's Field is much higher and that she can understand the concern over rock throwing there but is not concerned about it being a problem at the Library.
 - 2. Becky added that if we tried having the rock garden and safety concerns become an issue that we could remove the rock garden.
- F. Jane voiced concern over the possibility of people leaving rocks at the rock garden with divisive or political messages.
 - 1. Sandie reassured her that the guidelines for the Kindness Rocks project include the promotion of universal messages and they have not had any issues with divisive messages so far but that the group would monitor the site to ensure that the messages were inclusive.
- G. David recommended discussing this request more before voting on it. Sandie left the meeting and the Trustees discussed this more later in the meeting.

III. Announcements

- A. The date of the November Trustee Meeting was changed from November 11, 2020 to November 18, 2020 due to the observance of Veteran's Day.

IV. Approval of the Consent Agenda

- A. Katy motioned and Laura seconded the motion to approve the Consent Agenda with two amendments to the September 9, 2020 Trustee Meeting Minutes. Unanimous approval.
- B. The following amendments were made to the September 9, 2020 Trustee Meeting Minutes:

1. Roman Numeral II., Section A.: Change "... Brian Herzog gave his notice and his last day will be October 2nd" to "... Brian Herzog accepted an Assistant Director position in his home state of Ohio and his last day will be October 2nd".
2. Roman Numeral X, Section A., Number 1, Section a.: add to the end of the sentence "..., out of an abundance of caution."

V. Reopening Updates

- A. Becky reported that the number of people coming into the Library each day is slowly increasing. We currently have between 250-300 people each day coming into the Library but have not reached our capacity limit thus far.
 1. Becky added that there continues to be new people coming into the Library each day that need to be informed of the current policies due to Covid-19.
- B. Becky said that there are still a lot of people using curbside pick-up because they do not feel comfortable coming inside the Library.
- C. Becky commented that since March, six staff members have been tested for Covid-19 and all of them have had negative test results.
- D. Becky mentioned that other communities are not having as many virtual programs as our Library and their program participation has been low, whereas we have had a lot of people attending our programs.
 1. Becky added that having our programs virtual has been more inclusive because it allows people to attend Library programs that could not have attended in person.
- E. Becky said that the only real issue that the Library has had with people wearing masks has been that some people have had a hard time keeping their masks on properly.

VI. Staff Updates

- A. Becky said that Supriya Bhat, Head of Circulation, gave her notice.
- B. Becky said that the Library will hire someone for Brian's position first and then together with the new Assistant Director will hire another department head.
- C. Becky received around 40 resumes for the Assistant Director position and plans to interview 5 candidates initially. There will be a three-person team conducting interviews.
- D. Jessica FitzHanso, Head of Reader Services, has stepped into the acting Head of Circulation position to help support the Library.
- E. Becky said that the Library will post an advertisement for the open department head position in order to be in compliance with the Union Contract.

VII. Review of request from student for a drop-off box

- A. The Library received a request to have a drop-off box for feminine hygiene products at the Library.
 1. The Trustees tabled this request as the person requesting the drop-off box did not follow up with a picture of the proposed box and more details. This was likely due to the short window of time between when the trustees discussed the request and when the project will finish up. There were some concerns over items being in the lobby and potentially handled by many people and not being quarantined during Covid-19.

VIII. Holiday hour discussion

- A. Becky wanted to discuss the possibility of the Library being closed the day after Christmas, Saturday, 12/26/2020.
 - 1. Becky said that the rest of the Town Offices employees do not work weekends so they would have the day off. She also mentioned that this is typically a very quiet day for business and many other MVLC libraries have opted to be closed that day. She suggested that it might be something nice to do for the staff in recognition of the challenges of the Pandemic.
 - a. Maggie agreed that it would be a nice treat for the staff and that it would put the Library in parity with the rest of the Town Offices employees.
 - 2. The Trustees discussed this option and recommended that the Library to be closed on 12/26/2020.

IX. FMC discussion

- A. Becky said that FMC contacted the Library to offer the Library a service plan.
 - 1. The service plan would cost \$4,950 and would include preventative maintenance, 2 on-site and 2 off-site visits, 8 hours of remote support, and a reduced rate when service is required.
 - 2. Becky also had positive feedback to share about working with FMC.
 - 3. David commented that this would formalize our relationship with FMC and had positive feedback about the modifications they made to our system during the Pandemic so that we could reopen the building to the public.
- B. Becky spoke to Kathleen Canavan, Town Public Facilities Director and Melissa Joyce, Town Sustainability Manager about the FMC Contract and they both thought it would be a good option for the Library in light of the increased attention needed due to the pandemic.
- C. Becky said we could pay for the contract from our building maintenance expenses and she would include this fee in the 2022 Library budget request due in November.
- D. The Trustees discussed this further and decided it would be a good idea for the Library to sign up for the service plan.

X. Continuation of rock garden proposal

- A. The Trustees discussed the rock garden proposal.
 - 1. Becky commented that this would be a nice community partnership with the Kindness Rocks group.
- B. Jillian motioned and David seconded the motion to create a rock garden with Kindness Rocks in the area under the zig zag sign. Unanimous approval.

XI. Capital Budget Requests

- A. Becky has to submit the Library's capital requests by the middle of next week.
 - 1. Becky will submit a request for the last portion of the Library's carpet replacement project, computer replacement, and a generator for the Library Building.
 - a. Gary Persichetti is going to let Becky know what generator was purchased for the Senior Center so that we can request the same generator for the Library.
- B. Becky and Jillian have not been notified of the date for the first Capital Planning Meeting.

XII. Trustee Team Building Exercise

A. The Trustees participated in a team building exercise.

XIII. Adjournment

A. Adam motioned to adjourn the meeting and it was adjourned at 8:12 p.m.

Respectfully Submitted,

Melissa McCarthy

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