

Chelmsford Public Library Trustee Minutes –Hybrid Meeting
April 12, 2023

Present: Library Director, Lesley Kimball (in-person), David Braslau (in-person), Kathy Fox (in-person), Kevin Hamilton (virtually), Maggie Marshall (in-person), Deborah Robson (in-person), Adam Schertzer (in-person), Phakdey Yous (in-person), Office Manager, Melissa McCarthy (virtually)

Associate Board Members Present: Michelle Fearon (in-person), Wendy Segal (in-person)

Absent: Josh Wimble

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

II. Election of Officers and Assignment of Liaisons

A. Election of Officers

1. Adam motioned to nominate Maggie Marshall for Chair of the Board of Trustees. Kathy seconded the motion. Unanimous approval.
2. Maggie motioned to nominate Kevin Hamilton as Vice-Chair of the Board of Trustees. David seconded the motion. Unanimous approval.
3. Kathy motioned to nominate Deborah Robson as Treasurer of the Board of Trustees. Phakdey seconded the motion. Unanimous approval.
4. Phakdey motioned to nominate Kathy Fox as Correspondence Secretary of the Board of Trustees. David second the motion. Unanimous approval.

B. Assignment of Liaisons

1. Adam motioned to nominate David Braslau as the Capital Planning Liaison. Deborah seconded the motion. Unanimous approval.
2. The Trustees will continue to rotate attending Friends meetings instead of having a Friend's Liaison.
3. The Trustees discussed options for creating additional liaisons but tabled this discussion and will revisit it during their Trustee retreat in June.

III. Correspondence – None

IV. Announcements

- A. Deborah read the Land Acknowledgement aloud.

V. Approval of the Consent Agenda

- A. David motioned and Kathy seconded the motion to approve the Consent Agenda as submitted. Unanimous approval.

VI. Sharing of Public Comments

- A. Maggie asked if everyone had a chance to see the videos of Silas the puppet interviewing Library Staff members to advertise the Friends of the Library Book Sale at the end of April.

VII. Memorial remembrance for Becky Herrmann update

- A. Phakdey reported that a work group met to discuss the possibility of installing a pergola at Bartlett Park and later looked at the space at Bartlett Park to plan out a possible location.
- B. Phakdey mentioned that the work group discussed the art installation idea.
1. Work group has discussed having 3-D art work possibly with a kinetic element.
 2. Next step will be to contact Chris Polson, the artist who created the art work on the side of the Carriage House and to measure the wall in the Courtyard.

- C. Lesley Kimball reached out to Scott Venier, Vice-President of the Chelmsford Land Conservation Trust regarding the installation of a pergola at Bartlett Park and was asked to put together a sketch and proposal for the idea for the organization to review.
 - 1. The next step is to bring a proposal to a Chelmsford Land Conservation Trust meeting.
 - 2. Lesley plans to contact Aubin Woodworking, Inc. for a rough estimate for a pergola with benches.

VIII. Trustee retreat

- A. The Trustee retreat will be on June 28, 2023, 5:00 p.m. – 8:00 p.m. at the MacKay Library.
- B. The monthly meeting scheduled for June 14, 2023 will be canceled and the Trustees will include their regular monthly meeting as part of their retreat.
- C. The MacKay Library will close early on June 28th at 5:00 p.m. for the Trustee retreat.

IX. Meet the Director event

- A. Maggie commented that the Trustees briefly discussed having a Meet the Director event at their last meeting, but wanted to table the discussion until this meeting so that Lesley could be directly involved in planning.
- B. Lesley suggested having the meet the director event as an open house that takes place around a Library event.
- C. The two main suggestions for a meet the director event, which were discussed were after the One Book Author virtual visit or in conjunction with the MacKay Library grand re-opening.
- D. Lesley will speak with Jessica FitzHanso, Head of Reader Services, about upcoming events to find out if there are any programs that would tie in with a meet the director event.
- E. Lesley commented that she has been attending Library book group meetings to introduce herself to members per Maggie's suggestion.
- F. David commented that this is a big deal since it is the first new library director in over twenty years.

X. MacKay update

- A. Lesley shared MacKay updates with the Trustees
 - 1. The remaining work to be done is the weeding of the Children's Area, which is a big task and it has been difficult having extra staff available to work on this project.
 - 2. Vickie Turcotte, Assistant Director and Head of Tech Services, has been ordering new materials for MacKay.
 - 3. Lesley is meeting with Lisa Marrone, Director of Business Development for the Town of Chelmsford, and a member of the Vinal Square Strategic Action Plan Committee next week to discuss plans for the grand re-opening of MacKay and partnerships with local businesses.

XI. Library Staffing

- A. Kathy inquired about the number of applications the library received for the Assistant Director position that was posted.
 - 1. Lesley responded that the library has already received 14 applications for the position.
- B. Kudos were given for the children's room staff doing an amazing job while being short over 70 staff hours per week.
 - 1. Marty Mason will begin her new position as the Head of Youth Services mid-May and we will post her position at that point.
- C. Deborah mentioned that there has not been a discussion of how the memorial remembrance for Becky Herrmann will be funded and questioned whether it would be from existing Library funds or a new fundraising effort.
 - 1. Maggie said that the Library Staff and Trustees have waited to donate until a decision was finalized on a permanent memorial remembrance for Becky at the Library.
 - 2. Additionally, Maggie suggested making an announcement once everything has been finalized so that members of the community are also able to donate towards the remembrance for Becky.

- a. David said that the library has had better results, with past fundraising campaigns, when information provided is more concrete and tangible instead of vague.
- b. Deborah agreed and suggested having handouts available, David recommended having tiered sponsorships, and Lesley recommended adding images to the handouts.

XII. Trustee program recommendations

- A. Deborah mentioned that the list of April program recommendations that the Trustees received included virtual programming and commented that the Trustees decided previously that program recommendations should only be in-person programs.
 1. Melissa McCarthy will make sure any program recommendations sent to the Trustees only include in-person programs.

XIII. Adjournment

- A. Deborah motioned to adjourn and the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Melissa McCarthy

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