

Chelmsford Public Library Trustee Minutes –Hybrid Meeting
January 11, 2023

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

Associate Board Members Present: Michelle Fearon (in-person), Josh Wimble (in-person)

Absent: Kevin Hamilton, Wendy Segal

Also Present: Town of Chelmsford Community Services Coordinator, Jen Melanson (in-person)

- I. Meeting called to order by Adam at 7:03 p.m.**
- II. Announcements**
 - A. Kathy read the Land Acknowledgement aloud.
- III. Invited Guest: Jen Melanson Community Services Coordinator**
 - A. Jen offered her condolences over the loss of Becky and reviewed resources she has provided for staff. She also introduced Care Solace, a mental healthcare coordination service available to employees and residents.
 - B. David requested suggestions for ways to help support the staff and each other. Jen felt that the planned celebration of life with the Library staff is a good way for the staff to process Becky's passing as a group.
 - C. Brief discussion on planning for a lasting memorial/tribute for Becky and ways to include Library staff.
 - D. Jen left the meeting at 7:28 p.m.
- IV. Correspondence – None**
- V. Public Comments – None**
- VI. Approval of the Consent Agenda**
 - A. David motioned and Kathy seconded the motion to approve the Consent Agenda. The motion received unanimous approval.
 - B. Lesley shared an update regarding the Fire Alarm Control Panel (FACP) replacement project which was referenced in the Acting Co-Director's Report.
 1. Mike Harradon, Library Facilities Manager, received a new quote from Crowe Electric for this project. The cost will be \$13,875 and will be paid for using State Aid funds.
- VII. Annual Trustee goals**
 - A. Student Associate Board Membership
 1. Kathy and Kevin created an application and position description and Kathy created a policy for the Student Associate Board. Kathy and Lesley will create a policy draft for the Associate Board.
 2. Kathy will edit the student application to add the requirement of being a Chelmsford resident.
 3. The application will be shared with Chelmsford High School, Nashoba Valley Technical High School, and will be available on the Library's website. Applications submissions will take place in April/May with a start date in September. The commitment would be for an entire school year.
 4. David recommended having applicants submit applications around April or May for a start date in September. The commitment would be for an entire school year.

B. Reviewing the Annual Trustee goals

1. The Board of Library Trustee Annual goals document was last updated in 2021. Goals are based on the Library's Strategic Plan, which ends in 2025.
2. The Trustees will set a date at their April meeting for a Trustee retreat to review the Strategic plan and discuss goals, including two that Becky suggested at the December 14, 2022 Trustee meeting.
 - a. Identify additional donation opportunities: David, Lesley, and Vickie will walk the Library grounds for ideas.
 - b. Telling the library "work story."
3. The Trustees discussed the Trustee program attendance sign-up document portion of the Civic Engagement goal, which they previously had discontinued.
 - a. The Trustees decided to reinstate the program sign-up form.

VIII. Town candidate filing process

- A. The Trustees discussed plans for Board members running for re-election.

IX. Library events and plans

- A. The Trustees discussed past events occurring in the Town of Chelmsford during the winter months, such as Taste of Chelmsford and Winterfest.
- B. Plans are being made for the Library's 2023 One Book with books likely being given out in March or April.
 1. The Friends of the Library have budgeted to purchase copies of the 2023 One Book selection.

X. Memorial remembrance for Becky Herrmann

- A. Lesley shared that there have already been 19 donations to the Library's Impact Fund in Becky's memory.
- B. Becky created the Reader's Services position and was working with Lesley to create a permanent Reader's Services desk. This could be built by Tony Aubin who worked with Becky on many projects.
- C. Lesley also suggested creating book plates for the One Book books this year celebrating Becky and her legacy, especially since this year marks 16 years of One Book Chelmsford.
- D. David was impressed with Becky's ability to expand the Library beyond the walls of the building and referenced expanding the internet capability to the parking lot, the creation of the Marjorie Scoboria Greenway, the Reading Circle, the Rain Garden, cleaning up the invasive plants, and the Pop-Up Library.
 1. David suggested brainstorming and trying to come up with something outdoors that encompasses all of the things that Becky did to expand the Library's reach.
 - a. Discussion of adding a little free library became the idea of having a Not So Little Free Library outside of the main branch.
 - a. The Trustees discussed expansion of outdoor spaces and David recommended collaborating with the Chelmsford Land Conservation Trust on the development of the space at Bartlett Park with possibly picnic benches and a pergola.
- E. The Trustees would like to involve the Library Staff in choosing a memorial remembrance for Becky and discussed asking staff to complete a survey, which could be done anonymously.

XI. Celebration of Life with library staff

- A. The Trustees began planning a celebration of life with library staff.
 1. The event will be on February 10, 2023 from 4:00 pm to 6:00 pm The Library will close at 4:00 pm. A work group will be formed to plan the event.

XII. Pastor Story Hour

- A. The discussion regarding a Celebration of Life with library staff was interrupted with concern over letters being received from the public regarding a Pastor Story Hour scheduled to occur at the Library on Friday, January 13, 2023 at 11:00 a.m.
1. Melissa explained the process of reviewing patron reservation requests and verifying nonprofit status, which was done with this reservation.
 2. Vickie confirmed that it is not a Library event and read the reservation request aloud: “We wanted to get kids from the church, homeschool networks, and our community, together to do a pastoral reading time. Our goal is to read an age appropriate book on Christian theology and discuss in a fun way with the children and parents.”
 3. Lesley read the Library’s Meeting Room policy from the Library’s website, which indicates that the Library has two large meeting rooms available on equal terms to all not-for-profit groups in the community for cultural and civic activities, regardless of the beliefs and affiliations of their members.
 4. Lesley commented that it is a difficult situation because the Library is known for Storytime programs so promoting this event as a Storytime could be misleading for the public; there may be the perception that the Library is sponsoring this Storytime when in fact we are not involved.
 5. The Library has the ability to create displays that support inclusivity in the community. Plans to create displays were discussed.
 6. Planning an additional program to the Library’s schedule that would be aligned with Library goals of supporting community values and welcoming everyone was discussed. Recommendation was made to include the staff more broadly to brainstorm supportive programming.
 7. Vickie read aloud a statement on behalf of the Library that was posted on the Library’s Facebook account, which clearly indicated that the Pastor Story Hour is not a Library sponsored event and states that the Library is a welcoming place for everyone in our community.

XIII. Celebration of Life with library staff – continued

- A. Maggie and Adam volunteered to work with Library staff on planning the Celebration of Life. Jen Melanson is available for help if additional support is needed.
- B. The Friends of the Library board members will also be invited to attend the Celebration of Life.

XIV. Library Director recruitment

- A. Maggie spoke to the Newburyport Library since they recently hired a new library director. The head of the search committee shared a set of documents they used.
- B. The make-up of the search committee will be discussed at the next Trustee meeting.
- C. The work group will meet or communicate to finalize the library director job description before it is posted.
- D. An Interim Trustee Meeting specifically regarding recruitment was scheduled for January 18, 2023¹.
- E. The Work Group documents will be moved to the Trustee Google Drive and Vickie will compile Salary comparisons for Library Directors from the ARIS Report for the Board.

XV. Adjournment

- A. Adam motioned to adjourn and the meeting was adjourned at 9:19 p.m.

Respectfully Submitted,

Melissa McCarthy

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¹ it was later delayed until January 19, 2023