

Chelmsford Public Library Trustee Minutes –Virtual Meeting
January 19, 2022

Present: Library Director, Becky Herrmann, David Braslau, Kevin Hamilton, Jillian Kenny, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

Also Present: Cindy Goodland, Associate Board Member, Latosha Dixon, Chair of the Diversity, Equity, and Inclusion Committee (DEIC), Maria Palacio, Assistant Library Director of Outreach, and Laura Judge, Library Reference Specialist

Absent: Phakdey Yous, Alan Hamwey, Deborah Robson

I. Meeting called to order by Adam at 7:30 p.m.

II. Correspondence – None

III. Announcements

- A. Katy announced that she will not be running for re-election for the Board of Library Trustees.
- B. Kevin mentioned that he has pulled papers to run for the remaining 1-year term for the current seat on the Board he is occupying.
- C. Jillian will not be running for re-election for the Board of Library Trustees.
- D. Becky commented that any Associate Board members interested in becoming a Library Trustee could pull papers to begin the process.
 - 1. Maggie mentioned that an easy way to obtain signatures, during the pandemic, is to request a table and chair for the Library’s entrance in order to request signatures.
 - 2. David said that applicants are required to obtain 50 certified signatures but it is recommended that they obtain 75 signatures.

IV. Sharing of Public Comments – None

V. Approval of the Consent Agenda

- A. Maggie motioned and Katy seconded the motion to approve the Consent Agenda. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

VI. Land acknowledgment presentation and discussion

- A. Latosha Dixon, Maria Palacio, and Laura Judge shared their land acknowledgement presentation which they plan to present for the Select Board during a future meeting.
 - 1. The presentation began with an introduction from Latosha Dixon which identified the reasons to create a land acknowledgment and the people involved in creating it.
 - 2. The presentation continued with a historical account of major events that occurred which significantly impacted the Indigenous people living in Chelmsford by Laura Judge.
 - 3. Maria Palacio also discussed the FAQ document that was created which focuses on the background and context for the land acknowledgment. In addition, Maria spoke about educating resident on Town history and ways that the land acknowledgement could be adopted and used throughout Town.
 - a. David commented that the whole intention of the land acknowledgment is to get people to talk about these difficult topics.
 - 4. Katy and Kevin suggested that learning about the history of Indigenous people living in Chelmsford would significantly benefit school-aged children.

5. Maggie and Katy both said the presentation was fabulous and thanked the Land Acknowledgement presenters for all of their hard work.
6. David felt that the additional context and background information that have been added since the first presentation that was done for the Select Board during their meeting in December very much improved the presentation.
7. All of the Trustees, present at this meeting, agreed to endorse the Land Acknowledgement.
8. Becky will speak with Paul Cohen, Town Manager and Pat Wojtas, Select Board Liaison for Board of Library Trustees to identify a suitable date to add the Land Acknowledgement presentation to the Select Board agenda.

VII. CD Renewal Discussion

- A. David sent the Trustees an email, prior to this meeting, with a document containing rate quotes for various term CD's from John Sousa, Town Finance Director. David also shared this document via the Screen Share option on Zoom.
 1. David explained that two Endowment Fund CDs mature this month and wanted to discuss the renewal options.
 2. David and John Sousa both recommended renewing both CDs, at their existing banks, for a 6-month term since the Federal Reserve announced that they intend to increase the Federal Funds Rate several times this year and the current interest rates are all less than 1%.
 3. Maggie motioned and Katy seconded the motion to continue with the current banks and renew the CDs with Enterprise Bank and Northern Bank for 6 months. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

VIII. MacKay ongoing discussion

- A. Maggie and David attended the Vinal Square Strategic Action Plan Committee meeting this month.
 1. Maggie shared positive feedback from the meeting and also mentioned that the committee was amenable to allowing the Library to host programs at North Town Hall.
- B. David and Becky attended the Community Preservation Committee meeting prior to this meeting tonight.
 1. The Community Preservation Committee voted and unanimously approved the Library's request for \$150,000 for the installation of an HVAC system at the MacKay Branch Library.
 - a. The next step will be to present this recommendation at the Town Meeting in April for approval.
 - b. Becky commented that we can use this time, while we wait to hear if the fund allocation is approved, to complete the HVAC design studies, which the Library has funds to pay for.
 - c. Adam questioned the timeline for completion of the project.
 - 1) Becky estimated that the soonest would be sometime in the fall.
 - 2) David thought it would be dependent on whether this project goes out to bid on its own or whether the Town takes all of the HVAC projects and puts them out to bid as one large project.
- C. Becky said that the Library is also requesting cost estimates for some construction repairs at MacKay including replacing the back door.
 1. Becky added that the door is not closing tightly which often sets off the alarm.
 2. Additionally, besides replacing the door and the frame, the Library will also need to have some work done on the side of the building since some dry rot was discovered while assessing the door.
- D. Becky shared that Mike Harradon, Library Facilities Manager, is requesting cost estimates for a new ramp for MacKay in order to be ADA compliant.

IX. Trustee Goals

- A. Kevin and Maggie were hoping to move forward with the Civic Engagement program ideas but are going to wait until it is safe to have this as in-person programs.
 - 1. Kevin contacted the Civic Action club at the Chelmsford High School and they are interested in partnering in the future.

X. Set next Fundraising meeting date

- A. The next fundraising meeting is scheduled for January 26, 2022 at 7:00 p.m.
 - 1. Becky will send an email containing the meeting link prior to the meeting.

XI. Bartlett property updates – None

XII. Covid updates regarding possible in-person programs and meetings

- A. Becky mentioned that the Library's Program Committee met yesterday and the committee discussed Zoom fatigue and program attendance.
- B. The Senior Center and the Library partnered to offer a small group Tech Talk in person at the Senior Center as sort of a beta test prior to moving ahead with some in-person offering at the library.
 - 1. Danny Lykansion, Head of Reference, will visit the Senior Center on Monday to offer this talk.
- C. Becky shared that the Bibliobites Book Group would like to resume in-person meetings.
 - 1. They would wait till the Bibliobites meeting on the last Friday in February.
 - 2. Generally there are between 8-12 potential attendees at the meetings.
- D. Becky said that the Library has discussed resuming in-person programs multiple times but the plans have been delayed each time, due to the rise of Covid cases.
 - 1. Becky proposed creating a policy which states that people attending in-person Library programs are required to wear a mask.
 - a. Maggie and Jillian both shared positive feedback regarding the proposed policy.
 - b. The Trustees debated the idea and the logistics of wearing a mask during in-person Library programs.
 - c. Maggie suggested creating a policy that states: Masks are required to attend all in-person Library programs. A roll call vote was taken amongst the Trustee Members present and the suggestion received unanimous approval.

XIII. Staff Update

- A. Becky announced that Nancy McMenemy-McColm, the new Head of Borrower Services, will begin working at the Library on February 7, 2022.

XIII. Board recruitment discussion

- A. The Trustees spoke about a few different ways to recruit new members for the Board.
- B. Cindy will consider running for the Board, but has some questions before she makes a final decision.
 - 1. Becky recommended reaching out to herself, David, or Maggie.

XIV. Adjournment

- A. Katy motioned and David seconded the motion to adjourn the meeting. The meeting was adjourned at 8:51 p.m.

Respectfully Submitted,
Melissa McCarthy
Melissa McCarthy