

Chelmsford Public Library Trustee Minutes –Hybrid Meeting January 19, 2023

Present: Acting Co-Director, Lesley Kimball (in-person), Acting Co-Director, Vickie Turcotte (in-person), David Braslau (in-person), Kathy Fox (in-person), Kevin Hamilton (in-person), Maggie Marshall (virtually), 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), Josh Wimble (in-person)

Absent: Wendy Segal

Also Present: Sandie Rainey (virtually)

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

II. Announcements

A. David read the Land Acknowledgement aloud.

III. Library Director Recruitment – Job Description

- A. Maggie provided an overview of documents updated by the work group and suggestions were made for remaining changes and edits prior to posting including adding the salary range to the job description and embedding the link for the virtual library tour.
- B. Deborah questioned whether the updated job description would need to be submitted to the Town and Vickie confirmed that the Town should receive a copy to have on file.
- C. Application process: Vickie and David recommended asking applicants to submit via email a cover letter, resume, and 3 references related to the position. The Trustees would like to have the job posted by Melissa by February 1, 2023 with an application deadline of February 21, 2023. A new email address will be created to receive applications: trusteeschair@chelmsfordlibrary.org.
- E. David motioned and Maggie seconded the motion to approve the job description with the addition of the salary range, the forward-facing job advertisement with the addition of the application information and the advertising plan. The motion received unanimous approval.

IV. Library Director Recruitment – Search Committee

- A. The Trustees discussed the Search Committee composition.
 - 1. David suggested that the search committee should be comprised of 2 members of the Board of Library Trustees, 1 member of the Friends of the Library, 2 library staff members, 1 person from the Town, and 1 person from the community.
 - 2. After a discussion about how to recruit a community member, members of the Board decided to advertise in the Library newsletter on January 27, 2023 with a response deadline of February 3, 2023.
 - 3. Suggestions for other members: Debra Siriani, Human Services Director at the Chelmsford Senior Center, Vickie and a Department Head, Maggie, and Kathy. The Friends will be asked to recommend one of their members to participate. Josh will help with process but not interviewing.

V. Celebration of Life for Becky Herrmann

- A. The Trustees decided that the event would be for current Library Staff, Board members from the Friends of the Library, and Trustees.

- B. A small group meeting including Trustees and Staff will plan the event. Costs will be paid for out of the Friend's Director Discretionary Fund.

VI. Meeting Room Reservations

- A. Adam stated that a proposal was going to be made at this meeting to pause meeting room reservations while policy decisions were made, but guidance received from MBLC, the Massachusetts Board of Library Commissioners does not indicate pausing reservations.
 - 1. Adam said that we are unable to restrict meeting room reservations for nonprofit groups, per the guidance of MBLC, due to the Right to Freedom of Speech in the First Amendment. Adam did not feel it was necessary to put meeting room reservations on hold if there were not going to be major changes to the Meeting Room Usage Policies.
 - 2. Discussion of potentially needed policy edits: Clearly state why/when we cannot restrict usage of the meeting rooms; review the purpose of "at the discretion of the Trustees" in our policies; be specific about what outside groups can say or depict in their publicity.
 - 3. David suggested asking the Town Counsel to review the policies since they have already been involved with providing us guidance. Town Counsel will be asked to review a revised draft and Lesley will send draft policy revisions before the February Trustee meeting.
 - 4. David asked: is there a grace period of 30 days for new policies to go into effect after being approved and posted on the Library's website?
 - a. Lesley is not aware of this being the case in the past but agreed we should get clarification.
 - 5. Lesley reported that Paul Cohen, Town Manager, recommended that the Library Trustees consider implementing a policy for public assembly on Library property to ensure safety and accessibility.
- B. Kevin questioned whether it would be possible for the Trustees to receive library email addresses for organization purposes.
 - 1. Discussion of the positives: Boards are supposed to speak as one entity which would be more clear with only one email address; all emails would be archived in one place.
 - 2. Kevin will talk to Tricia Dzuris, Town Clerk, for clarification regarding email addresses for elected officials within the Town of Chelmsford.
 - 3. Two addresses will be created: "Trusteeschair" and "Trustees."
- C. Josh commented that this would be the perfect opportunity to engage the community in civic discussion. Lesley is also very interested in this idea and said that we are looking to use our wealth of resources for positive programming, communication, and resources for people in the community.
- D. Kevin revisited past discussions about having a meet and greet event to bring together different town officials and members of town boards, in the spirit of civic engagement, and invite the public to come meet with them.
 - 1. Kevin and Maggie had worked on preliminary plans (before Covid resurgence); Lesley would also like to work on this. Kevin mentioned involving the CHS Civics Club if they are interested.

VII. Adjournment

- A. Kathy motioned to adjourn the meeting and it was adjourned at 8:18 p.m.

Respectfully Submitted,

Melissa McCarthy

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