

# Chelmsford Public Library Trustee Minutes

## February 3, 2021

**Present:** Library Director, Becky Herrmann, David Braslau, Jane Collins, Laura Ecker, Jillian Kenny, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

**Also Present:** Sara Dempster, Library Union Representative

### **I. Meeting called to order by Maggie at 7:07 p.m.**

### **II. Covid-19/Safety Updates**

- A. Sara Dempster, Library Union Representative, summarized an email that was sent to the Library Trustees from Jeff Hartman, Library Union Representative, at 6:56 p.m., just before the Trustee Meeting started.
1. Sara reported that the email contained updated Covid-19 statistics.
  2. The email indicated that the Library continues to have on average 200-250 visitors per day.
    - a. Becky said that it is a steady stream with 200-250 visitors each day and added that there are moments that we reach our capacity of 25 patrons but that the turnover is quick enough that there aren't instances when people have to wait in line outside.
    - b. Sara mentioned that the Children's Room frequently reaches capacity, which is 10 patrons at one time, but added that people don't usually have to wait more than 5 minutes for their turn to enter the room.
  3. Jeff's email also indicated that the Library had 349 visitors on Saturday 1/30/2021.
    - a. Sara was not surprised at that amount since Saturdays are the Library's busiest day.
  4. Becky agreed that the Library generally has over 300 visitors on Saturdays since it is our busiest day.
  5. Sara added that Jeff's email notified the Trustees that 15-20% of daily Library visitors are patrons that live out-of-town, with the majority being Lowell residents.
    - a. Becky responded that the Lowell library is scheduled to tentatively reopen to in-person services on 2/8/2021.
    - b. Becky also stated that the Groton, North Andover, and Newburyport Libraries are all scheduled to reopen to the public soon. The Dracut and Billerica Libraries have both already reopened to the public.
    - c. Becky added that the 25% temporary capacity reduction, per Governor Baker, is in effect until February 8, 2021.
- B. Becky informed the Trustees that the majority of Library staff are working from home 1 day per week and the department heads have been able to manage their department's schedule to accommodate staff's WFH day.
1. Becky added that some of the Circulation staff have decided not to WFH 1 day per week.
    - a. Sara commented that there have been no complaints to the Union from the staff that have decided not to have a WFH day each week.
    - b. Sara also stated that, in general, staff feel safer having 1 day that they can work from home.
      - 1) Becky agreed and commented that working from home has helped make staff feel a little bit safer by spending less time at the Library.
  2. Becky allowed staff to have some flexibility with the first big snow storm of the Season, this week, and allowed staff to WFH as needed if they were not able to come to work prior to the Library closing early at 1:00 p.m. on Monday, 2/1/2021.
  3. Becky commented that after Covid-19, we would have to see if a WFH practice is sustainable long-term.

- a. Becky added that we are not a business that pays for employee's home WIFI or devices to be used at home. Without being able to provide those added benefits, some employees may be at a disadvantage if they do not have access to WIFI at home or a device to use. Becky wants to ensure there is parity for everyone.
- C. Becky said that Governor Baker released new details about the Covid-19 vaccine rollout today.
  - 1. Becky mentioned that cases are down 31% from the highest point in December and added that she hopes that the cases will continue to decrease as people are vaccinated.
  - 2. Becky notified the Trustees that the Union and Library Administration Staff all want the Library staff to be treated similarly to the teachers in Chelmsford and have their Covid vaccines within the same Phase.
    - a. Becky has indicated to Paul Cohen, Town Manager and Sue Rosa, Town Health Director that she hopes Covid vaccinations for Library employees will happen within the same Phase as Chelmsford teachers.
    - b. Becky stated that there is a lobbying effort, throughout the State, for libraries to be in Phase 2. MLS and the Massachusetts Board of Library Commissioners are both lobbying for this.
    - c. Sara shared that staff are wondering when vaccinations will happen also.
      - 1) Maggie commented that she agreed that library staff should get vaccines when the teachers receive their Covid vaccinations.
- D. Becky commented that she has not received a formal request from the Union to move to only curbside pick-up services.

### **III. Associate Board**

- A. Maggie notified the Trustees that Jeff Hartman, Library Marketing and Community Relations Specialist, included a paragraph about the Associate Board in the Library's newsletter the past two weeks. The paragraph was at the bottom of the newsletter but Maggie was happy to report that she received 4 responses from people that saw the information on the newsletter.
  - 1. Becky and Maggie met over Zoom with one person interested in the Associate Board on Monday and will be meeting with two of the other people tomorrow.
- B. Becky said that we now have 5 people that are interested in learning more about becoming a member of the Associate Board.
  - 1. Maggie commented that the Trustees might need a sub-committee or an ad-hoc committee to meet to draft responsibilities for the Associate Board.
- C. Becky commented that there are few libraries in Massachusetts that have an Associate Board that works with the Board of Library Trustees.
  - 1. Becky said there are more libraries that have an ad-hoc committee to help with a specific task, such as fundraising or event planning.
  - 2. David commented that the Lowell Library has Associate Board members but not an actual Associate Board. The members participate in meetings similarly as the Trustees do with the exception that they cannot vote.
    - a. David also said that the Lowell Library has candidates send them a resume and cover letter to apply to become an Associate Board member.
    - b. David recommended asking candidates for our Associate Board to submit 1-2 paragraphs about themselves and their interests instead of a resume and cover letter.
      - 1) Maggie offered to write a paragraph about each candidate, who is interested in the Associate Board, which would include things they specialize in and interests.
      - 2) Becky will include this information with the packet she sends to the Trustees prior to next Trustee meeting on February 10, 2021.
- D. Becky suggested brainstorming what the criteria would be for people to be on the Associate Board
  - 1. Becky said it would be helpful for the Board of Trustees to identify areas that they need support and look for people who have those strengths.

- a. Becky added that in the past, having help with event planning has been inconsistent and it would be helpful to have the Associate Board help with this in the future especially if it was an interest of an Associate Board member.
- E. Pamela Davies, former member of this Board of Library Trustees, is interested in either running for the Board or becoming a member of the Associate Board. She would like to use her grant writing experience to help the Library.

**IV. Adjournment**

- A. Adam motioned and the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

*Melissa McCarthy*

Melissa McCarthy