

# Chelmsford Public Library Trustee Minutes –Virtual Meeting February 9, 2022

**Present:** Library Director Becky Herrmann, David Braslau, Kevin Hamilton, Jillian Kenny, Maggie Marshall, Deb Robson, Adam Schertzer, Katy Van Dyne and Phakdey Yous

**Also Present:** Kathy Fox and Pat Wojtas

**Absent:** Alan Hamwey, Cindy Goodland, Associate Board Members

**I. Meeting called to order by Adam at 7:04pm**

**II. Introductions**

- a. Trustees introduced themselves for guest Kathy Fox
  - i. Kathy is running for Library Trustee

**III. Correspondence**

- a. Becky forwarded the Ethics training information to all Trustees
- b. David reminded folks about the email sent by MA Board of Library Commissioners about a workshop on Open Meeting law and etiquette

**IV. Announcements**

- a. Governor and the Department of Elementary and Secondary Education Commissioner announced that the statewide mask requirement for K-12 schools will be lifted on February 28.

**V. Sharing of Public Comments – None**

**VI. Approval of the Consent Agenda**

- a. No Treasurer's Reports for this month (yet) because the bank reports aren't in yet.
- b. Katy moved and David 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.

**VII. Old and Ongoing Business**

**a. MacKay update**

- i. Have not yet received the design update from CMTA, the firm working with the town
- ii. Recommending changing hours and shortening Wednesday hours to 6pm. No patrons were coming to the library between 6 – 7pm and staffing supper hours was a drain on staffing resources.
  - 1. David motioned and Maggie seconded the motion to endorse the Director's recommendation to shorten the hours at MacKay. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.
- iii. Revised MacKay reopening statement was distributed to the Trustees. Will be used on social media and for staff to reference when asked about MacKay.

**b. Trustee Goals**

- i. Maggie suggests meeting for a ½ day in person meeting in June timeframe to re-engage with goals.

**c. Fundraising Meeting Update**

- i. Kevin noted group discussed funds needed to support MacKay
- ii. Money in Impact Fund for “Big Ideas”
  - 1. Suggested using these funds for new AV updates on meeting room
    - a. Want to be able to show “a product” was purchased thanks to donations.
    - b. Need to see if there are needs at MacKay
- iii. Friends of the Library are considering doing an annual fundraising drive and the Library doesn’t want to overlap for library fundraising efforts
- iv. AARP Community Challenge Grant
  - 1. Mike is seeking cost estimates to rebuild the handicap ramp at MacKay (currently wooden, and not as long as technically should be). This project could be a good option to submit for AARP grant.
  - 2. We will also revisit the proposed plans to relocate the ramp as part of the redesign of the front entrance

**d. Covid Updates**

- i. School mask mandate will be lifted (possibly end of Feb or mid-March)
  - 1. Currently, Becky, Library Staff and Paul Cohen supports requiring masks for in person programming
    - a. Becky asked if Trustees still support continuing to require masks for indoor programming. Trustees confirmed, yes, continue requiring masks as voted on last month.
      - i. David recommends revisiting issue at the March meeting

**e. Website Updates**

- i. Identified 6 potential website companies
  - 1. 3 firms in MA, 3 firms are national
  - 2. In process of creating an RFQ

**f. Ethics Training Reminder**

- i. Becky reiterated that Trustees need to complete the training and reminded those that completed the training, but haven’t submitted their certificate, they need to submit that certificate.

**VIII. New Business**

- a. **Trustee participation in library programs** – Becky reminded the Trustees to sign up for the programs on the Google Drive. Asked if the Google Drive is still effective, or should Melissa send emails with specific programs/dates.
  - i. Group agreed that Melissa sending emails is best approach
  - ii. Melissa to send upcoming Friends of the Library meeting dates to Trustees so that they can choose a date sign up and attend
- b. **Collection development policy discussion**
  - i. Becky created sub-committee to review our collection development policy, revising the policy to ensure it safeguards what is important to us and includes equity, diversity, and inclusion.
  - ii. Request for consideration form – looking to update

- iii. Plan to send updated policy/form(s) to Trustees for review prior to next meeting if ready at that time

**c. Trustee Candidate Updates**

- i. Kathy Fox, Deb Robson, and Cindy Goodland are running for the 3-year terms. Kevin Hamilton is running for the seat with 1 year remaining.

**d. Incident in Library**

- i. Two incidents
  - 1. First - evening custodian found a hypodermic needle and bloody towel in the trash. Police were called and disposed of the items.
  - 2. Second – another hypodermic needle/towel was found at 4pm, police called. An individual was identified, spoken to, and referred to town social worker.

**e. One Book**

- i. Looking to finalize a virtual event in May. Will make an announcement once Library has more information.

**f. Next Meeting**

- i. Maggie suggests having a Hybrid meeting for March meeting. Possibly in “old” Trustee room, now known as the Zoom Room.

**g. Circulation Stats**

- i. Past year, new service to automatically renew books has been implemented. Will inflate our numbers for this period because it only tracks renew as 1 cycle, whereas some books were automatically renewed for 2 cycles. Becky will look more closely at the numbers to determine accuracy.

**h. People Counter**

- i. New people counter is installed near the front door and will provide more accurate reporting.

**i. Carpet Update**

- i. Cove base (6” around the edge of the walls) will now be able to be replaced using Capital carpeting budget balance.

**IX. Adjournment**

- a. Jill motioned and Maggie seconded the motion to adjourn the meeting. The meeting was adjourned at 8:07pm

Respectfully Submitted,

Katy Van Dyne