

Chelmsford Public Library Trustee Minutes

February 10, 2021

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

Also Present: Phakdey Yous, Cindy Goodland, Prospective Associate Board Member, Deborah Robson, Prospective Associate Board Member, Catherine Marshall, Prospective Associate Board Member

I. Meeting called to order by Maggie at 7:03 p.m.

II. Announcements – None

III. Approval of the Consent Agenda

- A. David motioned and Jillian seconded the motion to accept the Consent Agenda including the Meeting Minutes from January 13, 2021 and February 3, 2021. Unanimous approval.

IV. Covid-19/Safety Updates

- A. Becky mentioned that she provided a Covid-19 update in the Director's Report
- B. Becky said that Governor Baker expanded the temporary capacity reduction from 25% capacity to 40% capacity. This increase in capacity began on Monday, 2/8/2021.
- C. Becky commented that we rarely met the limit of 25 patrons in the Library at once during the 25% capacity reduction.
 1. Becky stated that the Library will be following the current guidelines for indoor spaces, which is a 10 person limit per enclosed space. We will continue to have reduced capacities in areas of the Library to keep patrons and staff safe.
- D. Becky also discussed the availability of the Covid-19 vaccine to town employees
 1. Becky has been advocating for the Library employees to receive the Covid-19 vaccine in the same phase as the teachers.
 2. Becky commented that the staff at the Library have a lot more contact with the public than the staff do that work at the Town Offices. Becky also said that the Library Staff come in contact with the public when trying to help patrons, which makes them more vulnerable.
 3. Becky voiced concern that she was notified by the Board of Health that the Town of Chelmsford's supply of the Covid-19 vaccine is much less than anticipated and that Town Residents may be referred to go to Lowell General Hospital for their vaccines.
- E. Becky mentioned that Governor Baker announced today that if a person is bringing their parent, who is 75 years old or older, for their Covid-19 vaccine they can schedule their vaccine for the same time to one of the mass vaccine sites.

V. Associate Board Update

- A. Maggie stated that the Trustees received a document containing information about Cindy Goodland, Deb Robson, and Alan Hamway, all prospective Associate Board members, prior to the meeting.
- B. Becky mentioned that the Trustees did not have a Trustee Retreat due to Covid-19 and recommended having a special meeting for the Trustees to review their goals, prioritize old and new goals, and strategize on how the Associate Board members could help the Trustees achieve their goals.
 1. Maggie agreed it would be good to have a separate meeting to review where we are with the Library's Strategic Plan and review the Trustee Goals.

2. Becky suggested having a longer meeting the evening of a Trustee meeting. The early meeting would be to discuss Trustee goals and then the regular Trustee meeting would begin as usual at 7:00 p.m.
 3. David recommended having the goal planning meeting the day of the next Trustee meeting March 10, 2021, 6:00 p.m. – 7:00 p.m. and the Trustee meeting would continue at 7:00 p.m. David said the meeting would focus on reviewing the Trustee goals and figuring out if any changes should be made and how to meet the remaining goals.
 4. Becky will email the prospective Associate Board members and the Trustees links to the current Trustee Goals and the Library's Strategic Plan prior to the meeting on March 10th at 6:00 p.m.
- C. Becky contacted the Library Director of the Lowell Library to find out more information about their Associate Board Members.
1. Becky found out that the Associate Board members do not have voting privileges when all of the Trustees are present at the meetings, but if there are Trustees absent, the Associate Board members can step in as an alternate and have voting privileges.
- D. Becky questioned whether the Trustees should give the prospective Associate Board members access to the Trustee Google Drive or just send them important documents to review via email.
1. David recommended giving the prospective Associate Board members full access to the Drive so that they can access all of the documents and information.
 2. Becky will put together an email containing a list of things for the prospective Associate Board members to review, a copy of the State's Trustee Handbook, and the link for the Trustee Drive.
 - a. Becky commented that the prospective Associate Board member's homework will be to review the documents on the Trustee Drive that she mentions in the email.
- E. David asked if any of the prospective Associate Board members had any input to share or questions for the Trustees.
1. Cindy commented that reviewing the documents would be a good first step and also said that it would be helpful to see the previous goals and objectives.
 2. Catherine said that it would be good to get an understanding of what the Trustees have defined as goals and to learn about the outcomes, such as if they reached the goal and if they did not reach the goal, why it did not happen.
 3. Catherine also questioned whether the Trustee's goals were progressive.
 - a. Becky replied that the current goals are general goals since the Trustees were focused on defining themselves as a Board and brainstorming the best ways to help the Library. Becky expects that the Board will transition to goals that build on the previous goals.

VI. Friend's Meeting Summary

- A. Laura attended the February Friend's Meeting.
- B. Laura said that the Friends discussed the possibility of having a Pop-Up Book Sale in April.
- C. Laura mentioned that she was impressed by the amount of money the Friends gain from the Book Cart, which is set up on the Main Level of the Library across from the Circulation Desk.
 1. The Book Cart brings in more than \$5,000 each year on its own and the Friends work really hard to maintain the Book Cart.
- D. Becky shared that she had previously suggested using shelving near the copier area upstairs for the Friends to display the items for sale instead of using the Book Cart because it could be a larger area and more spread out. The Friends have not made a decision about the shelving suggestion.
 1. Prior to Covid-19, when seating was available at the Library, many patrons would pull the book cart over to their chair and look at it. This is another reason why Becky suggested the shelving.

VII. One Book Update

- A. Becky announced that the Library chose the book “How to be a Good Creature” by Sy Montgomery for One Book 2021.
1. Becky stated that we decided to choose this upbeat and positive book which is about gratitude, forgiveness, empathy, and hope.
 2. The book is all about the author’s encounter with 13 different animals.
 3. Sy Montgomery is also the author of “The Good Good Pig” and “The Soul of an Octopus”
 4. Sy Montgomery will be joining us for a virtual zoom event on April 21, 2021.
 5. We are planning programs that explore the themes of the book.
 6. The 2021 Summer Reading topic is: Tails and Tales. This book will fit into this theme.
 7. Becky said that we will notify the public when the books we purchase are ready to be picked up and estimates that we will give away around 400 copies of the book.

VIII. Sharing of Public Comments

- A. The Trustees asked if any of the prospective Associate Board members had any remaining questions for the Trustees.
1. Cindy commented that the Book Sales make a good amount of money and questioned whether the Library was able to keep all of the money.
 - a. Becky replied that the Friends of the Library are a non-profit 501c3 group. They raise the money and we present a budget proposal to them each year, which we call our Wish List. The Friends generally give the Library \$25,000 – \$35,000 each year.
 - b. The funds from the Friends historically have helped us purchase museum passes, the projector and technology in the McCarthy Meeting Room, and much more.
 - c. Becky added that for many years, the Library did not have a programming budget through the Town and all of our programs were paid for by the Friends.
 - 1) Becky stated that this year there is not as much money in our programming budget through the Town because of Covid-19 budget restraints. We have used money from the Friends to make up for the decrease in our programming budget.
 - d. Becky also mentioned that the Friends accumulate money from memberships, annual book sales, which were 3 day events (pre-Covid-19) and more recently they have had grab and go pop-up book sales (during Covid-19).
 - e. Maggie mentioned that each month a member of the Board of Library Trustees attends the Friends meeting so that the Trustees can stay connected to the Friends.
 - f. David commented that the Friends and the Trustees have parallel missions. David added that the Trustees are elected officials and are governed by Bylaws of the Library Trustees of Chelmsford and are a Town Board. Differently, the Friends of the Library are volunteers and do not have a governing body.
- B. The Trustees thanked Cindy, Deborah, and Catherine for attending the meeting.

IX. Adjournment

- A. David motioned and the meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Melissa McCarthy

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