

Chelmsford Public Library Trustee Minutes –Hybrid Meeting
March 9, 2022

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

Also Present: Cindy Goodland, Associate Board Member, Deborah Robson, Associate Board Member, Maria Palacio, Assistant Library Director of Outreach, Kathy Fox

Absent: Alan Hamwey, Associate Board Member

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

II. Correspondence – None

III. Announcements

A. Maggie thanked Katy and Jillian for their years of service as Library Trustees.

1. Maggie passed out homemade cookies from Sarah Conte, former Library Trustee, as a small token of appreciation.

IV. Sharing of Public Comments – None

V. Approval of 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. MacKay Update

A. Becky reported that there are a few major staffing changes that will be happening at the Town's DPW.

1. Melissa Joyce, Town Energy Manager, has given her notice. The Library has been working closely with Melissa Joyce on the MacKay HVAC project.
2. Gary Persichetti, Town Director of Public Works, is retiring at the end of May.
3. Becky was assured by Paul Cohen, Town Manager, that the MacKay project is one of the projects that the Town Facilities and DPW own and it will happen despite the staffing changes.
 - a. Becky mentioned that the funding for the MacKay HVAC project will need to be approved at the Town Meeting in April. The funds cannot be until July.

B. David shared that the Town has identified a potential fast track contracting approach through Johnson Controls and a job order contract they have with a cooperative purchasing arrangement.

1. David added that this possible approach would allow the Town to avoid a full competitive bid process for the project.

C. David said that Becky resurfaced the previous designs for the potential rework of the front entrance and main entry way into MacKay which was intended to make accessibility better.

1. David mentioned that the current handicap ramp at MacKay is in the back of the building next to the trash bins.
2. Becky commented that it would make sense to make changes to the handicap ramp while fixing other things at Mackay since the length of the ramp is not correct and was previously grandfathered in.
3. David shared the design and discussed the major changes that were suggested.
 - a. David said that the current entrance to MacKay is facing the street and this design suggests reorienting the entrance so that it is facing the parking lot. This design would make the handicap ramp a part of the main entrance.
4. Becky suggested asking the Town's Building Inspector to review the design and share input.
5. David mentioned that the ADA standards have changed since the design was created and wanted to look into the impact that would have on the design.

VII. Trustee Goals

- A. The Trustees decided to meet from 5:00 p.m. – 7:00 p.m. on June 8, 2022, prior to the Trustee Meeting, for team building and to review the Trustee Goals.

VIII. Fundraising meeting update

- A. Cindy reviewed the main topic discussed during the fundraising meeting on March 1, 2022.
 1. The attendees discussed the idea of creating a video montage of the projects that have been done in the past, which could include 1-2-minutes worth of clips, and could be played on Chelmsford Town Talk and attached to the Library's newsletter.
 - a. Becky asked Jeff Hartman, Library Marketing Specialist, to work on creating something to market the fundraising history of the Library. Jeff is compiling a list of the things that we would like to highlight in the video montage.
 - b. Becky suggested adding images of the plaques in the Library to show the long history of giving.
 - c. Kevin mentioned that the video montage could include the words explore, engage, and enjoy which are a major focus of the Library's strategic plan
 - d. Maggie suggested highlighting planned giving and Becky would like to explore a way to include the impact that trusts have had on the Library.
- B. Becky said that following the approval of the Land Acknowledgement by the Select Board, the Library decided to apply for the AARP Community Challenge Grant which focuses on diversity, equity, and inclusion.
 1. The application for the grant is due on March 25, 2022. Pamela Davies, former Library Trustee, and current Associate Board Member, who works as a grant writer, is willing to help the Library with the grant application.
 2. Becky commented that the Library would like to create little mini outdoor library kiosks that would have books by and about indigenous authors and would also have information about the Land Acknowledgment and the FAQ.
 - a. Maria and Laura are researching the areas that were thickly settled by the indigenous people of Chelmsford with hopes to identify those areas as sights for the outdoor library kiosks. Some of the preliminary sights identified have been the Town Common, Thanksgiving Forest, Friendship Park, and Sunny Meadows.

IX. Covid updates, if any

- A. Becky announced that the Town's Board of Health lifted their strong recommendation for wearing masks indoors, during their meeting on March 7, 2022.
- B. Becky said that Library staff were asked to participate in an anonymous 2 question survey regarding mask wearing.
 1. 1/3 of staff responded that they would not feel comfortable working with co-workers without masks.
 2. 1/2 of staff members running programs responded that they did not feel comfortable running a program with unmasked patrons in attendance.
 3. Based on the survey results, the Library staff are asked to continue wearing mask for the time being.
 4. The Board of Health recommendation came out after staff were polled about mask wearing. Becky plans to repoll staff in 2 weeks to find out if anything has changed and also monitor the Covid rate to see if it continues to decline.
- C. The Trustees thoroughly discussed a variety of mask wearing policy options and took into consideration the changes in mask wearing protocols within the public schools, the changes in mask mandates for other partner libraries in MVLC, and the declining Covid rate.
 1. The Trustees would like to advertise the Library as a mask friendly environment and mask wearing will be optional for patrons, although it will continue to be strongly recommended in the Children's Room since there continues to be no Covid vaccine for children under 5.

2. The Trustees discussed in-person programming and agreed to continue to delay large scale programs.
3. The Trustees had a lengthy discussion regarding the Library's mask wearing policy for attending all in-person programs. The Trustees voted during the January 2022 meeting to require patrons to wear a mask while attending all in-person programs.
 - a. Katy motioned and Maggie seconded the motion for small programs to change the messaging from requiring masks to strongly recommending. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

X. Website redesign status

- A. Becky said that the Library has sent RFPs to 6 companies.
- B. Becky mentioned that Danny Lykansion, Head of Reference, gave his notice and has accepted a management position at another Library closer to home.
 1. Becky commented that Danny would have been integral to the website design process.
 - a. Becky has begun to look at a lot of possibilities moving forward.

XI. Collection development policy update

- A. The current policy was created before Becky worked at the Library.
- B. Becky said the Library is rewriting the policy and taking into account diversity, equity, and inclusion.
 1. Becky hopes to create a comprehensive policy which is more readable.

XII. Trustee resignation

- A. Jillian sent Adam a letter of resignation, even though she wasn't running for re-election, in order to be able to apply for a sub position at the Library.
 1. Becky commented that Trustees are ethically treated very similarly as Town employees and therefore Jillian has to wait 30 days after she resigned to submit an application at the Library.

XIII. Discussion about Board Positions

- A. The make-up of the Board will be changed at the April Trustee Meeting.
- B. There are 3 people running for 2 available spots on the Board.
- C. Board Members were asked to notify Adam if they are interested in holding a specific position on the Board.
- D. David has been the Treasurer for the Board for many years and prefers to do something different.

XIV. DPW update

- A. Discussed during MacKay update section of the meeting

XV. Adjournment

- A. Maggie motioned to adjourn the meeting and it was adjourned at 8:22 p.m.

Respectfully Submitted,
Melissa McCarthy
Melissa McCarthy