

Chelmsford Public Library Trustee Minutes

April 10, 2019

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

Also Present: Will Cunha, Artist

I. Meeting called to order by Becky at 7:00 p.m.

II. Election of the Officers, assignment of liaisons

A. Election of Officers

1. Laura motioned to nominate Jillian Kenny for Chair of the Board of Trustees. Maggie seconded the motion. Unanimous approval.
2. Maggie motioned to nominate Laura Ecker for Vice-Chair of the Board of Trustees. Adam seconded the motion. Unanimous approval.
3. David motioned to nominate Adam Schertzer for Treasurer of the Board of Trustees. Laura seconded the motion. Unanimous approval.
4. Maggie motioned to nominate Katy Wood Van Dyne for Correspondence Secretary of the Board of Trustees. David seconded the motion. Unanimous approval.

B. Trustee Liaisons

1. Maggie Marshall is the Capital Planning Liaison.
2. The Trustees will no longer elect one person as a Friends Liaison; instead, each Trustee will attend a few of the meetings during the year.

III. Public Comments

A. Will Cunha attended the meeting to discuss a donation of his artwork to the Library.

1. Will Cunha described the process of creating the artwork and attaining signatures from H. W. Bush, Barbara Bush, W. Bush, and Laura Bush on the original canvas.
2. Will informed the Trustees of auctions that the artwork has been part of and prices that the artwork has sold for in the past.
3. Will discussed two different donation possibilities: donating a print to the Library that can be sold for a Library fundraiser or giving the Library ownership of the copyright.
 - a. The Trustees will discuss these options and contact Will once they have made a decision.
3. Will left a framed matte picture and a matte picture with the Board of Trustees.
4. Will suggested writing a formal letter to Laura Bush to request her presence at the Library to help with the sale of the print.

IV. Announcements – None

V. Correspondence

- A. The Trustees received some advertisements in the mail.
- B. Katy was given thank you cards to write out to Trupti Gadgil and Brian Herzog on behalf of the Library Trustees.

VI. Approval of Minutes

- A. Maggie motioned and Laura seconded the motion to approve the March 20, 2019 Meeting Minutes as written. Unanimous approval.

VII. Treasurer's/Endowment Report

- A. There were no new bank statements received prior to this meeting.
- B. Melissa will contact Kim Pease at Town Hall to add Adam Schertzer to the email list for receiving the monthly bank statements. Melissa will also request that Lisa Daigle is removed from the email list.

VIII. Friends' Report

- A. Becky attended the Friend's Meeting and commented that the Friends mainly worked on preparing for the Spring Book Sale.
- B. No Trustees attended the April Friends' Meeting
 - 1. Maggie recommended adding the information from the Friends' Meeting Sign-up form to the Meeting Minutes.
 - a. Maggie created a sign-up form during the meeting and the Trustees signed up for meetings they were able to attend.
 - 1) The Trustees signed-up for the following meetings:
 - a) May 2nd: David, June 6th: Laura, July 11th: Maggie, August 1st: Maggie, September 5th: Laura, October 3rd: Jillian, November 7th: Adam, February 6th: Katy, and March 5th: Katy

IX. Director's Report

- A. Becky reported that there is a new banner at MacKay listing the hours MacKay is open.
- B. Becky is looking into scheduling the carpet replacement in the stairs prior to September since there is still money in the budget.
- C. The Web Visitors section of the Statistics report is incorrect. It cannot be accurately tracked due to changes in our internet provider.
- D. We are having staff trainings today and tomorrow on the usage of Gimlet. Gimlet is a tool that makes it easier to track interactions with patrons and the questions that they have.
- E. Becky is interested in replacing old office chairs and purchasing stand-up desks for staff. She plans to use money from our budget (if there is any extra remaining) and then State Aid.

X. Status of fundraising sub-committee/set meeting date

- A. Becky would like to purchase a 3-month subscription to the Foundation Directory and it was recommended that she sign up for it in May.
 - 1. The Foundation Directory will help the fundraising sub-committee find places that have supported libraries in the past and grants to apply for.
- B. David volunteered to attend the Historical Commission meeting on April 16, 2019 in Adam's place.
- C. The members of the fundraising subcommittee will contact each other by email to set the date of their next meeting.
- D. Becky recommended that the fundraising subcommittee discuss the fundraiser and decide the timeframe for fundraising and what point the Board would want to move ahead with the project.

XI. Re-cap of Spring Fest

- A. The Trustees shared positive feedback about the event and were pleased at the level of excitement they saw in the person that won the basket.
- B. Becky will contact Jeff to request that the results of the Mystery are posted on our website and on Facebook.
- C. Becky said that the Library had a profit of \$1000 from the Spring Fest event.
- D. The Trustees shared reviews of the Mystery Company.
- E. The Trustees brainstormed ideas for possible future events.

XII. Survey update

- A. Becky stated that staff is still working on the survey.

- B. Becky distributed information for the survey at last month's Trustee Meeting for the Trustees to review. Becky said to let her know if anyone is interested in helping with the data.

XIII. Artwork donation update

- A. The Trustees discussed multiple options for doing a fundraiser with Mr. Cunha's print.
- B. Becky, Sarah, and David will all contact Artists they know to ask for advice on using the print for a fundraiser.
- C. Becky also mentioned that the Trustees could contact Kathy Cryan-Hicks and Susan Gates for advice.
- D. David recommended forming a sub-committee to explore options of things we could do to plan an online auction for the print.

XIV. April/May Events – review who is attending what

- A. Becky passed around a Trustee Event Signup form listing events in April and May.
 - 1. Laura signed up to attend the Dads and Ducks and Donuts program on May 11, 2019.

XV. Trustee Photo Shoot – completed after the meeting

XVI. Summer Trustee Retreat Ideas

- A. The Trustees planned their Summer Retreat for Tuesday, July 9, 2019 at 6:00 p.m. at the MacKay Branch Library with dinner provided by the Library

XVII. Stone Wall Discussion

- A. The Library is currently waiting for more quotes on the repair or replacement of the stone wall.
 - 1. Once all the quotes are received, we will apply for a capital request for this project.

XVIII. Display Shelving discussion

- A. The display shelving would be in the area where the Info Desk used to be.
- B. Becky has contacted a few companies to discuss different options for display shelving.
- C. The idea is to have it as a designated display space.

XIX. Adjournment

- A. Maggie motioned and the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Melissa McCarthy

Melissa McCarthy