

Chelmsford Public Library Trustee Minutes –Hybrid Meeting
April 13, 2022

Present in person: David Braslau, Kathy Fox, Kevin Hamilton, Maggie Marshall,
Deborah Robson, Adam Schertzer, Phakdey Yous

Present via Zoom: Library Director, Becky Herrmann, Melissa McCarthy and Cindy Goodland, Associate Board Member

Also Present: Alan Hamwey, Associate Board Member

I. Meeting called to order by Becky at 7:01 p.m.

II. Election of the Officers and Assignment of Liaisons

A. Election of Officers

1. Maggie motioned to nominate Adam Schertzer for Chair of the Board of Trustees. David seconded the motion. Unanimous approval.
2. David motioned to nominate Kevin Hamilton for Vice-Chair of the Board of Trustees. Maggie seconded the motion. Unanimous approval.
3. Maggie motioned to nominate Deborah Robson for Treasurer of the Board of Trustees. Kathy seconded the motion. Unanimous approval.
4. Maggie motioned to nominate Kathy Fox for Correspondence Secretary of the Board of Trustees. David seconded the motion. Unanimous approval.

B. Assignment of Liaisons

1. Maggie Marshall is the Capital Planning Liaison
2. The Trustees will continue to rotate attending Friends meetings instead of having a Friend's Liaison.

III. Correspondence – Request from Subhangi Pal

A. Maggie shared that the Trustees received a request from Subhangi Pal, on behalf of her class at Chelmsford High School, to have a shoe collection box at the Library to benefit the people of Ukraine.

1. The collection box would be checked and emptied every other day.
2. The collection box would be located at the Library's vestibule.
3. Becky used the screen share feature on Zoom to share the image of Subhangi's poster for advertising the shoe drive.
4. David motioned and Adam seconded the motion to approve the request for the donation box for Chelmsford High School on behalf of Subhangi Pal. Unanimous approval.
5. Maggie will contact Subhangi Pai to notify her that the request has been approved. Additionally, Maggie will give Subhangi's contact information to Melissa in case the collection box is overflowing and needs to be emptied sooner than anticipated.

IV. Announcements

A. Becky will email the members of the fundraising sub-committee to plan the date of the next meeting.

V. Sharing of Public Comments – None

VI. Approval of the Consent Agenda

A. Becky did not include a written synopsis of the Friend's April Meeting in the Director's Report since she was unable to attend the meeting.

B. David motioned and Maggie seconded the motion to approve the Consent Agenda minus the Friend's Report. Unanimous approval.

C. Phakdey attended the Friend's April Meeting and shared the main topics discussed with the Board.

1. The Friends are planning a Book Sale for Friday, June 10th and Saturday June 11th with a special preview book sale on Thursday, June 9th for members of the Friends.

2. The Friends received a donation of tea bags from Bigelow and will be giving out tea bags with Friends of the Library membership pamphlets as part of a membership drive.
- D. Becky expressed gratitude for the flower arrangement at the Library's entrance and gift certificate each staff member received for an ice cream at Sully's which was from the Friends of the Library in recognition of National Library Week.

VII. Covid updates, if any

- A. Becky commented that the Library has been slowly expanding in-person program opportunities with outdoor programming for children and some small in-person meetings.
- B. The Trustees did not weigh in on expanding any in-person programming at this time.

VIII. Website proposal discussion

- A. Becky has begun to conduct reference inquiries for the prospective website design companies that the Library has been in contact with.
- B. Becky has been able to remove a few possible website design companies from our list of prospective companies to work with based upon price quotes and negative reviews.
- C. Becky asked the Library Department Heads to explore the websites for the companies to assess which ones they visually and functionally liked better.
- D. Becky is going to speak with Vanessa Abraham, the Library Director of the Groton Public Library to gather information about her experience changing from a website using WordPress to Craft CMS since one of our top choice companies uses Craft CMS and we only have experience using WordPress.
- E. Becky mentioned that the prices from the quotes the Library received are comparable to the amounts that other local libraries have spent over the last 3 years for website updates.
 1. Becky added that the Library would not exceed spending \$28,000 since that is the price of the highest quote we have received.
- F. Deborah questioned whether the Library would need to pay for the additional support plan that all the companies offer.
 1. Becky commented that the Library currently uses WordPress and has not enrolled in a support plan because we are able to troubleshoot using the community and our host.
 2. Becky also stated that some of the website design companies offer hosting and if we chose a company with hosting we would have to decide if we wanted to sign up for the support plan at an additional cost.
 3. Becky stated that the technology and website troubleshooting experience of the new Reference Department Head that is hired will heavily impact whether or not the Library decides to purchase the additional support plan, which is a minimal expense.
- G. David asked what funds would be used to pay for the website design project.
 1. Becky said that the Library would use State Aid and possibly some funds from the Technology budget dependent on the project start date. Becky added that funding this project would be a natural use for State Aid when you look at the list of uses that the State approves.
 2. Maggie outlined the Library's funding and spoke about some of the uses for State Aid.

IX. Collection development policy update

- A. Becky sent the Trustees an email containing the proposed collection development policy prior to the meeting for review.
 1. Maggie shared positive feedback in regards to the procedures in place, the number of people included in the review process, and the complaint form which will help patrons find a balanced approach.
 2. Deborah questioned the meaning of the word reputation in the bulleted list that stated "Reputation of the author, publisher, producer, or illustrator."
 - a. Becky explained that, in this context, reputation referred to their renown, critical acclaim, or popularity.
 - b. Becky will explore another word choice that may be easier to understand.

3. Kathy shared information from an email she received which inquired as to whether or not the Library was committed to ensuring that its materials included books that accurately reflect our country's history to include the North Atlantic Slave Trade, our country's borders, slavery, the civil rights movement, and the country's institutions.
 - a. Kevin also received this email and commented that the person sending the email indicated that they received his email address from Chelmsford High School.
 - b. Kevin forwarded the email to Becky for review.
 - c. Becky will have the Collection Development Committee review the information contained in the email and confirm that these topics fall into the subject areas already covered in our policies. Much of this will also be addressed in the DEI statement that the staff is drafting for the trustees to review at a future meeting.
4. Maggie shared positive feedback on the progress made on updating the policy and suggested making the changes based on this meeting before voting on the updated policy.

X. Land Acknowledgement

- A. Adam questioned whether the Board should read the Land Acknowledgement prior to the Trustee meetings.
 1. Adam read the short version of the Land Acknowledgement aloud and it only took 45 seconds.
 2. Phakdey commented that reading the Land Acknowledgement before the meetings would be a nice way to center yourself at the beginning of a meeting.
 3. The Trustees were agreeable towards reading the Land Acknowledgement at the beginning of their meetings and it will be added to next month's meeting agenda.

XI. Staff Development Day

- A. Becky said that the Library is planning a Staff Development Day for June 9, 2022. The Library will open at 2:00 p.m. following the staff training day.
 1. There will be a training on intellectual freedom, Pronouns 101, and an additional workshop of compassion fatigue and pandemic self-care.
 2. Becky plans to record any sessions that are applicable to the Trustees and will share the recordings with the Board.

XII. Trustee engagement discussion

- A. Maggie suggested discontinuing Trustee sign-up sheets for attendance at virtual programs.
 1. Becky highlighted some of success the Library has had with virtual programs and mentioned the upgrades to the meeting rooms to accommodate hybrid programs.
- B. Maggie and Kevin planned a community civic engagement program but it was put on hold due to a significant increase in Covid cases with the Omicron variant spreading.
 1. Maggie and Kevin have been working with Jessica to plan a fair which would involve inviting local officials to set up a table at the Library and speak with Library patrons about their roles within the Town. The Library Trustees could also have a table at the fair.
 2. Kevin commented that they are looking into a collaborating on this event with the Chelmsford High School Civic Action Club.
 3. Maggie suggested planning this event for some time around September.
- C. Kathy commented that she has been asked by a few members of the community about having tours of the Library.
 1. Becky suggested having an after-hours event with the Trustees which could include a tour of the Library.

XIII. Adjournment

- A. Maggie motioned to adjourn the meeting and the meeting was adjourned at 8:14 p.m.

Respectfully Submitted,
Melissa McCarthy
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