

Chelmsford Public Library Trustee Minutes

May 8, 2019

Present: Assistant Director of Support Services, Vickie Turcotte, David Braslau, Sarah Conte, Laura Ecker, Jillian Kenny, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

I. Meeting called to order by Jillian at 7:02 p.m.

II. Public Comments – None

III. Announcements – None

IV. Correspondence – None

V. Approval of Minutes

- A. Maggie motioned and David seconded the motion to approve the April 10, 2019 Meeting Minutes as written. Unanimous approval.

VI. Treasurer's/Endowment Report

- A. Melissa distributed copies of the Library Trust Fund Accounts Spreadsheet as of March 31, 2019.
- B. Adam noted that there were two deposits that are noted on the spreadsheet
- C. Adam mentioned that the Marjorie Scoboria CD with \$284,244.45 on deposit at Lowell Five matures on 7/18/2019.
1. Adam will contact John Sousa, Town Finance Director, to request that he look into CD interest rates for the Marjorie Scoboria funds.
 2. The current interest rate for the Marjorie Scoboria Lowell Five CD is not on the report.
- D. The Trustees asked Melissa to email them the Endowment Investment and Spending Policy to review.
- E. Jillian recommended adding the State Aid and Gift Book balances on the Treasurer Report.
1. David said that the Trustees should ask John Sousa whether that information is appropriate to add to the report.

VII. Friends' Report

- A. David attended the Friends' Meeting.
- B. David mentioned that some of the Friends voiced concern over the Library questionnaire.
1. The questionnaire was described as too broad, too personal, and the questions were not about the Library.
 - a. Vickie responded that the point of the survey was to know what to offer the Town by finding out what people like and are interested in.
- C. The Friends further discussed the option of adjusting their fiscal year and decided not to change it. The budget reporting will continue to follow the calendar year.
- D. The artwork donation from Will Cunha was discussed during the meeting
1. The Friends are willing to have the artwork displayed at their booth on the 4th of July but are not interested in being involved with selling the artwork otherwise.
- E. The Friends also discussed the increase in revenue and decrease in expenses that occurred with the Spring Book Sale.

VIII. Director's Report

- A. Vickie said that the Library had HVAC preventative maintenance completed this week and reported that there were no problems.

- B. Melissa reported that the Library received payment from the trucking company that destroyed our new portable message board sign.
- C. Melissa mentioned that a custodian was assembling the replacement sign today.
- D. The Trustees discussed the termite inspection at MacKay and possible work to be done to the basement at MacKay.
 - 1. David questioned whether radon testing has been done at MacKay's basement.
 - a. None of the meeting attendees knew the answer to David's question. The question will be further investigated.

IX. Fundraising sub-committee meeting date

- A. The next fundraising sub-committee meeting was scheduled for Tuesday, May 14, 2019 at 7:00 p.m.

X. Survey update

- A. Vickie reported that the Library has received 928 survey replies, which contains some non-Library users.
- B. There is no closing date set for the survey at this time
- C. Vickie said that the Library received numerous suggestions of things that people would like to learn with many people interested in photography and gardening.
- D. Vickie also shared that some respondents indicated that they would like the Library to be open on Sundays year round. The dates that we are open on Sundays is based on historical data of library use and considers the library budget.

XI. Artwork donation discussion

- A. The Trustees discussed the research they had done about selling a print and owning a copyright.
- B. The Trustees decided that they are not interested in owning the copyright but are interested in doing a silent auction with a print as a fundraiser.
- C. The Trustees would like to ask Mr. Cunha if he would donate two framed prints to the Library to be used in silent auctions. The Trustees also would like to share the information they found out about selling an item on Etsy.
- D. Katy, the Correspondence Secretary, will put together a draft letter to Will Cunha for the Fundraising Sub-Committee to review during their meeting on May 14, 2019.

XII. Finalize Trustee Retreat Ideas

- A. The Trustee Retreat is on July 9, 2019 at 6:00 p.m. at the MacKay Branch Library.
- B. The Trustees plan to work on their board self-evaluation, their annual goals, and would like to further discuss plans for the Pop-Up Library.
- C. The Trustees should email Jill if they have any other suggestions for agenda items for the retreat.

XIII. May/June events – review who is attending what

- A. The Trustees were only able to review events in May, although Vickie spoke about the Human Library event on June 8, 2019.
- B. Laura plans to attend the Dads, Ducks and Donuts event on Saturday May 11, 2019.
- C. Maggie and Laura plan to attend the Leslea Newman event on Monday May 13, 2019.
- D. Jillian shared positive feedback from the Book Tastings event she attended.

XIV. Age-Friendly participation – update by Vickie

- A. Vickie said that the Senior Center is leading the efforts for Chelmsford to become an AARP Age-Friendly Community.
 - 1. Vickie added that there are 8 domains to this program and there will be committees working on all 8 domains.
 - a. The first domain meeting will take place in a few weeks.

- B. Vickie commented that this is part of the Library's goal of working with other departments and organizations in Town.

XV. Pop-Up Mobile Library funding – next steps

- A. Jillian would like the Trustees to think about whether they would be willing to use other Library funds to help pay for the Pop-Up Library.
 - 1. David commented that there would be two important parts to this, which are that we would need to identify where the funds would come from and we would need to acknowledge that it would be hard to get donations towards something we already purchased with library funds.
 - 2. Maggie recommended discussing this further during the Fundraising Sub-Committee Meeting. Maggie said that the Fundraising Sub-Committee could bring a proposal for what they suggest doing to the June Trustee Meeting.
- B. Melissa notified the Trustees that the Gift Book total that Vickie emailed to them actually contained funds from the Impact Fund. The actual total in Gift Book, not including the Impact Fund donations is \$18,319.97.
- C. Adam suggested using some of the funds from the Marjorie Scoboria Lowell Five CD once the money is no longer in the CD and then rolling the remaining funds into another CD.
 - 1. Maggie commented that on the road education could be part of Marjorie Scoboria's mission.

XVI. Revised Meeting Room Policy

- A. Vickie distributed copies of the 2.11 Meeting Room Policy with proposed changes.
 - 1. The Trustees discussed the proposed changes and asked questions about existing portions of the policy.
 - a. Maggie motioned and Laura seconded the motion to approve 2.11 Meeting Room Proposed Policy Changes. Unanimous approval.

XVII. MacKay hours discussion

- A. Vickie stated that we received feedback from the focus groups that people are interested in having more hours that MacKay is open.
 - 1. Vickie asked the Trustees to think about whether they would be okay with adding another shift at MacKay possibly for a 6-month trial period. We would move around staff schedules to make things work with our current staff.

XVIII. Adjournment

- A. Maggie motioned and the meeting was adjourned at 8:23 p.m.

Respectfully Submitted,
Melissa McCarthy
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