

**Chelmsford Public Library Trustee Minutes –Hybrid Meeting
May 10, 2023**

Present: Library Director, Lesley Kimball (in-person), David Braslau (in-person), Kathy Fox (in-person), Maggie Marshall (in-person), Deborah Robson (in-person), Adam Schertzer (virtually), Office Manager, Melissa McCarthy (virtually)

Associate Board Members Present: Michelle Fearon (in-person), Wendy Segal (in-person)

Absent: Kevin Hamilton, Phakdey Yous, Josh Wimble

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

II. Correspondence

A. Stephanie Quinn: Grades 8 and 11 Civic Action projects.

1. Lesley reported that S. Quinn from Chelmsford Schools wrote to describe a civic action project being done by students. Kevin responded to S. Quinn that the library will be eager to help students. Kevin and Lesley see this as a good connection to the Board's interest in civic engagement.

III. Announcements

A. Wendy read the Land Acknowledgement aloud.

IV. Approval of the Consent Agenda

A. Deborah and Maggie made a correction to the Director's Report, Updates and Happenings, lists date of 4/31 for MacKay ribbon-cutting, it should be 5/31.

[[Adam Schertzer joined the meeting virtually]]

B. Deborah motioned and David seconded the motion to approve the Consent Agenda as corrected. Unanimous approval.

V. Sharing of Public Comments

A. No public comment.

VI. Old and Ongoing Business

A. Memorial remembrance for Becky Herrmann update

1. Deborah, Phakdey, and Lesley met with artist Chris Polson to look at the courtyard wall as a site for a 3-dimensional art piece. Chris had several ideas and suggestions (including facing the wall with wood slats) and will create some sketches to share in about a month. Chris asked what our budget is and Deborah explained that we are getting estimated costs so that we can develop a budget for fundraising.
2. Deborah, Phakdey, Adam, and Lesley will be meeting with representatives of the Land Trust at Bartlett Park on 5/18 to look at possible locations and ideas for a pergola. Tony Aubin estimated that depending on size and complexity, a pergola-like structure and site preparation could be \$7K - \$20K.

[[Alternate Trustee Josh Wimble joined the meeting virtually]]

3. There could be delays in these projects because it can be difficult to get onto contractors' schedules right now. Discussed using endowment dollars to secure a contractor for the wood slat part of the wall project and direct future donations to the endowment.
4. Maggie spoke with Pamela Davies, former Trustee and professional grant writer, who has offered to help with fundraising when the time comes.

- B. Deborah asked if the Board still wanted to plan a Meet the Director event. After discussion it was decided to make this a part of some other event where an audience would already have gathered. Possibly the MacKay grand re-opening party during the summer.
- C. Trustee retreat: reminder that it will take place on June 28 at MacKay. The Trustees' regular business meeting will take place from 5 pm – 6 pm and the retreat will follow.

VII. New Business

- A. MacKay Ribbon-Cutting
 - 1. Scheduled for May 1 with a rain date of June 1 to allow us to have a public (instead of limited) invitation.
 - 2. Discussed what needs to be done to make the event happen and recognized the work of the facilities crew and borrower services to do the renovation and get things ready for 5/31.
- B. Library Director Evaluation
 - 1. FY23 changes/disruptions require that an evaluation for Lesley as Assistant Director and Acting Co-Director be done for the Town deadline of June 1 to be followed with a 90-day director evaluation for Lesley in early July. Vickie will do the FY23 evaluation for Lesley and all materials (including self-evaluation and goals) will be shared with Board of Trustees.
 - 2. Discussion about Town requirements, library process, and how staff evaluations will be completed.
 - 3. Town practice is to apply step increases on the first day of the new fiscal year to staff with a successful evaluation. Lesley recommended to the Board that she/director position not receive a step increase on July 1, 2023 given previous salary changes in FY23 with role changes. Board agreed.

VIII. Adjournment

- A. Deborah motioned to adjourn and the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,



Lesley Kimball