

Chelmsford Public Library Trustee Minutes – Virtual Meeting
May 11, 2022

Present: Maria Palacio, Assistant Director of Outreach, Vickie Turcotte, Assistant Director of Support Services (joined the meeting at 7:42 p.m.), David Braslau, Kathy Fox, Kevin Hamilton, Maggie Marshall, Deborah Robson, Phakdey Yous

Also Present: Cindy Goodland, Associate Board Member

Absent: Adam Schertzer, Alan Hamwey, Becky Herrmann

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

II. Correspondence – None

III. Announcements

- A. David read the Town Land Acknowledgement aloud.
- B. Maggie congratulated Maria on the new position she has accepted as the Library Director of the Acton Memorial Library. The sentiment was also expressed by the rest of the meeting attendees.

IV. Sharing of Public Comments – None

V. Approval of the Consent Agenda

- A. Kathy attended the Friends of the Library meeting on May 5, 2022
 - 1. Kathy shared the plans for the upcoming book sale in June.
 - 2. Kathy notified the Board that the Friends are in search of more children’s books for the book sale.
 - a. The children’s books, on the cart inside the library, have been selling quickly and the Friends therefore do not have as many children’s books for the book sale.
 - 3. The Friends are purchasing sriracha kits to hand out for the upcoming program: The Story of Sriracha.
- B. Deborah questioned if there was a Trustee signed up to attend the June Friends of the Library meeting.
 - 1. Melissa will check the Trustee Google Drive to find out if anyone signed up for the June meeting and notify the Board.
 - 2. Deborah is willing to attend the meeting if no one else has signed up.
- C. Maggie motioned and David seconded the motion to approve the Consent Agenda. A roll call vote was taken among the Board members present. The motion received unanimous approval.

VI. Covid updates

- A. Maria said that the Town of Chelmsford gave the Library 7 boxes of Covid tests to give out to patrons.
- B. Maria mentioned that Library staff are no longer required to wear a mask. Many staff members continue to wear a mask even though it is now optional.
- C. Maria said that the Library continues to slowly add additional indoor programs with mask wearing optional.

VII. Collection development policy vote

- A. Kathy shared positive feedback in regards to the changes that were made to the draft collection development policy based upon the suggestions made during last month’s Trustee meeting.

- B. Kevin and Kathy agreed that the updates to the policy covered the content questioned in the email they both received last month, which was discussed during last month's meeting.
- C. Maggie questioned the status of a patron currently pursuing disputing one of the Library's books.
 - 1. Maria responded that the patron checked out the book after it was recommended that they read the book before objecting to it being part of our collection.
 - 2. Maria referenced a stream that she received from Becky in regards to a situation at another Library in Massachusetts, in which some patrons, which were part of a conservative group that met at a library, checked out books with intentions to not return them as a way of disputing the books.
 - a. The Trustees discussed the consequences of purposefully not returning borrowed Library materials.
 - 3. Deborah motioned and Kathy seconded the motion to approve the collection development policy. A roll call vote was taken among the Board members present. The motion received unanimous approval.

VIII. Staff Development Day

- A. Maria summarized the sessions being presented during staff development day which were suggested by staff members that attended the staff development day planning committee meeting.
 - 1. Kathy questioned whether there was a way for the Trustees to receive these trainings too since they have frequent interactions with the public.
 - a. Maria said that the sessions will be recorded and will be available for viewing for one month.
 - b. The Trustees will be sent the recordings for viewing and any materials provided by the presenters.

IX. Trustee engagement discussion

- A. The Board originally planned to have a special meeting on June 8, 2022, prior to the Trustee Meeting, for team building and reviewing Trustee goals. The meeting was planned to occur 5:00 p.m. – 7:00 p.m.
 - 1. Maggie recommended deferring the meeting due to Covid concerns and questions as to whether the Library Director would be able to attend.
 - 2. The Board usually partakes in team building exercises and picks something that needs their attention to work on during their special annual meeting, which has not occurred for a few years because of Covid.
 - a. David commented that he did not see any urgency that the meeting is planned for next month.
 - b. The Trustees decided to defer the meeting and revisit the topic at the June Trustee meeting.

X. Coverage while director is out on intermittent family leave

- A. Maria referenced an email that Becky Herrmann sent to the Trustees prior to this meeting in regards to coverage at the Library.
 - 1. Maria stated that Vickie Turcotte would be available to take over as Acting Library Director if Becky is out of the office for an extended period of time.
 - 2. Maria also mentioned that we could call an extra Trustee meeting with 48-hour notice if there were any other urgent changes.
 - 3. Maria said that Jessica FitzHanso, Head of Reader Services, has been named the Acting Head of Reference this week.
 - a. Maggie mentioned that the Library did not find a candidate for the Head of Reference position and that the job description was revised and reposted.

XI. Masonry Repair Work

- A. Maria said that the Library received three proposals for the masonry repair project.
1. The Library chose Gerrior Masonry due to their ability to fulfill all of our requirements and the pricing.
 2. Maria reviewed the scope of the work that will be done.
 - a. Main Building highlights:
 - 1) Demolition of existing chimney
 - 2) Rebuilding new chimney
 - 3) Demolition of six concrete steps at the Library's entrance
 - 4) Installation of six new granite steps at the Library's entrance
 - b. MacKay Branch highlights:
 - 1) Demo existing walkway and front steps
 - 2) Lay down crushed stone base for new walkway
 - 3) Install two new granite steps
 - 4) Install Hollandstone walkway
 3. The total cost of the project is \$39,434.00
 - a. FY2023 Capital Budget funds will be used to pay for the masonry work at the Main Building.
 - b. The MacKay Branch repairs are also budgeted as part of the Capital Budget Funds.
- B. Deborah questioned whether the ramp replacement at the MacKay Branch is included in this project.
1. David replied that the ramp replacement and redesign of the front entrance is part of the Community Preservation Project, not the masonry project. Additional funds from State Aid may be used to supplement.

XII. Trustee Orientation document

- A. Kathy voiced excitement that Melissa was creating a trustee orientation document.
1. Melissa has asked a reference staff member to review portions of the trustee orientation document to ensure that some of the guides included are the newest editions.
 2. Melissa will send the Trustees the document by the end of the week.
 3. David recommended adding the instructions for a new Treasurer to the Trustee Orientation document.
 - a. Deborah will forward this month's Treasurer's Report to Melissa which includes the instructions from David.
 4. Maggie mentioned that there used to be in-person new trustee orientations before Covid.
 - a. David said the last virtual trustee orientation was November 2021.
 - b. David mentioned the Massachusetts Board of Library Commissioners has a couple of Trustee Deep Dives planned for the month of June.
 - 1) David shared the website address for the Trustee Deep Dives via the chat feature.

XIII. Adjournment

- A. Maggie motioned to adjourn the meeting and the meeting was adjourned at 7:47 p.m.

Respectfully Submitted,
Melissa McCarthy
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