

Chelmsford Public Library Trustee Minutes

May 12, 2021

Present: Library Director, Becky Herrmann, David Braslau, Jillian Kenny, Maggie Marshall
Adam Schertzer, Jane Sander, Katy Wood Van Dyne, Phakdey Yous

Also Present: Deborah Robson, Associate Board Member, Kevin Hamilton, Associate Board Member (joined meeting at 7:32 p.m.)

Absent: Cindy Goodland, Associate Board Member

I. Meeting called to order by Adam at 7:03 p.m.

II. Correspondence

- A. Becky emailed the Trustees a copy of the follow-up letter she received from John Maguire following his remarks during the Public Comments portion of the April Trustee meeting.
1. Becky had a conversation with Paul Cohen, Town Manager and Sue Rosa, Town Public Health Director about the letter and they advised her saying that they did not think it warranted a further response since it covered the same topic that was discussed during the previous Trustee meeting and there were no changes in the circumstances.
 2. The Trustees discussed a variety of options and decided that the discussion of the letter during the Trustee meeting served as an acknowledged receipt of the letter. They will keep a copy on file in the Library's correspondence folder which is standard protocol.

III. Announcements – None

IV. Public Comments – None

V. Approval of Consent Agenda

- A. Maggie motioned and Jillian seconded the motion to approve the Consent Agenda. The Trustees then began discussing the Treasurer's Report
- B. David reviewed the Treasurer's Report and explained that all of the balances have been updated, including the information for the rollover of the Endowment CD at Northern Bank.
1. David also reviewed the two notes at the bottom of the spreadsheet.
- C. Maggie motioned and Jillian seconded the motion to approve the Consent Agenda as discussed. Unanimous approval.

VI. Covid-19/Safety Updates

- A. Becky commented that the biggest change that has occurred since the last Trustee meeting is that the State of Massachusetts dropped the quarantine requirement and all libraries across the State have either completely stopped quarantining materials or are taking steps to stop it.
1. Becky said our Library has removed the quarantine of materials and that the Circulation staff spent a lot of time this past Saturday working to check in all materials that had been quarantining.
- B. Becky provided an update on the planned return of study room usage by patrons
1. The Library staff has planned a reservation policy, updated our in-house study room procedures, planned the location that the furniture currently residing in the study rooms would be moved to, and ordered 3 air purifiers made especially for small spaces such as the study rooms. Danny Lykansion, Head of Reference, has been overseeing this transition.
 2. Becky said that patrons will be able to reserve the study rooms online through LibCal, which is a web platform used for event calendars and booking spaces. The Library had to expand our LibCal account so that we could accommodate adding the study rooms as spaces that patrons could reserve online.

3. The Library will resume usage of the study rooms beginning on Monday 5/17/2021.
 4. The Study rooms will be for single occupancy use only.
 5. Becky added that we will have a soft opening of the study rooms with signage in the Library advertising their reopening and restrictions. We may add it to the Library newsletter if there are not many people reserving the study rooms.
- C. Becky recommended expanding the time limit for patrons using the Library from 60 minutes to 90 minutes, which is the amount of time that customers are allowed to dine at a restaurant.
1. Becky commented that the Library is the only source of WIFI for many patrons and it would be helpful to expand the time limit so that they have more time to use the computers.
 2. We currently have half of our computers available for use since they need to be 6 feet apart. There have not been any patrons having to wait to use a computer with the 60 minute time limit on computers.
 3. The Trustees discussed the suggestion of increasing the time limit and approved the change to a 90 minute time limit.
- D. The time limit for the Children's Room will remain at 30 minutes since children are still not vaccinated, many families have been coming in the Library to visit the Children's Room, and there is limited space in the Children's Room.
- E. The Library Staff is discussing the possibility of adding some outdoor programming at MacKay.
1. We have not been able to serve the community as much in North Chelmsford since MacKay continues to be closed and this would be a nice way to increase our involvement in that part of the community.
 2. The current suggestion is to have a weekly outdoor storytime at MacKay and have the Pop-Up Library visit MacKay during the storytime.
 3. We are currently aiming to begin this during the month of August.
 4. Additionally, another reason for having this at MacKay is because we need a big outdoor space and Bartlett Park is not as good of an option because it is not mowed often and there have been multiple reports of people getting ticks on them after visiting that area.
- F. Becky added that Jessica FitzHanso is looking into possibly scheduling a few adult concerts in August outdoors at MacKay Library.
1. We are looking into the guidelines for restaurants having performers so that we have a better idea of safety guidelines and protocols.
 2. Becky said that the concert(s) could be marketed for only adults and we would have to see if people followed the established Covid-19 guidelines, such as remaining socially distanced.
- G. Becky reported that the Library has to continue doing contact tracing per Sue Rosa, Town Public Health Director until she receives further updates from the State Board of Health.
1. The Library is considering removing the greeter desk staff member after 5:00 p.m. and having patrons scan their own cards when they visit the Library.
 - a. Becky commented that many people coming in after 5:00 p.m. are just coming to pick things up and we would scan their Library card at the Circulation desk. Evenings tend to be quieter so there is less of a need for having a staff member at the greeter desk.
- H. Becky mentioned the possibility of reducing our cleaning protocols.
1. Library Custodians currently do a cleaning wipe-down of the building every 2 hours. We may transition away from that and reduce the amount to morning, afternoon, and evening cleaning.
- I. Becky commented that the Library has begun to phase out working from home in some departments that have no more work to complete at home. The goal was to continue to allow staff to work from home until all staff members are fully vaccinated

VII. Associate Board Update

- A. Maggie reviewed the Associate Board Subcommittee Meeting Minutes from 4/29/2021.
1. Within the minutes, it was documented that David would verify that Associate Board Members do not need CORI checks. Becky recommended completing a CORI check on Associate Board members since we do CORI checks on Library volunteers, employees, and Trustees.
 2. The frequency of completing repeat CORI checks on current staff, volunteers, and Trustees was discussed.

3. Kevin explained that it was proposed that there be a member or two of the Trustees that would serve in the role of Associate Board mentors - making sure that the new Associate Board members were well-informed on what the roles of a Trustee are, what types of things they do overall, and recent projects that the Board has worked on.
4. The Trustees discussed the suggestion of capping the size of the Associate Board at 4 members.
 - a. Deb questioned what the Trustees would do if they already had 4 Associate Board members and more people were interested in joining the Board when terms were supposed to be renewed during the April Trustee meeting.
 - 1) Maggie reassured Deb that no one would be voted off the Associate Board.
 - 2) David said that the number of Associate Board members could be increased or an Associate Board member could be encouraged to run for the Board of Library Trustees.
 - 3) Jillian recommended rephrasing it to indicate that there could be at least 4 people as Associate Board members instead of capping it at 4 people.
 - 4) Maggie will revise the minutes. She will remove the word “cap” and will instead put that the target size of the Associate Board is four members.

VIII. Trustee Goal Update

- A. The Trustees reviewed the Revised Trustee Goal document that Maggie updated following the April Trustee Meeting.
 1. Maggie tried to capture the changes that the Trustees agreed on during the April Trustee meeting and commented that it is important to pay attention to the document because some of the goals have dates listed to accomplish them by.
 2. Maggie recommended looking over the Revised Trustee Goal document each month.
 - a. Becky suggested adding it as an Agenda Item for each month’s meeting.
 3. Becky mentioned that the first goal, which is re-establishing a fundraising sub-committee, has to be completed by June 1, 2021.
 - a. Kevin and Adam volunteered to be on the fundraising sub-committee
 - b. The Trustees also suggested asking Cindy and Pamela to be on the fundraising sub-committee since Cindy had previously mentioned that she would be interested in helping with fundraising and Pamela has grant writing experience.
- B. The Trustees discussed whether the Associate Board Members should receive access to the Trustee Google Drive and whether or not they should sign up to attend programs.
 1. The Trustees agreed both were good ideas.
 2. Melissa will add the Associate Board Members to the Trustee Google Drive authorized users list.
- C. Becky said if a Trustee or Associate Board Member signs up to attend a program, it would be important to contact the person running the program to let them know you will be in attendance.
 1. Becky spoke with Library Staff and received a recommendation that the Trustee or Associate Board Member in attendance be announced at the end of the program and the audience would be told that they would leave the meeting going longer if anyone wanted to chat with them.
 2. Maggie said that the goal is not to cover every single program on the list, but rather to attend a program that appeals to you. Multiple people can sign up for the same program.

IX. Donation discussion/Investment Policy

- A. David made some revisions to the Endowment Investment and Spending Policy and shared the changes with everyone in attendance.
 1. David explained that the policy documents all of the Library Trust Funds - those that have been spent and those that have funds remaining in them. The document explains how funds can be used and how much can be spent out of them each year.
 2. David added a paragraph for the Priscilla W. and Richard F. Burt Trust Fund and the Jean Hartman Lamack Bequest. Each paragraph explains the source of the funds, when it was endowed, and what the funds are for.
 3. David mentioned that the Burt Trust Fund is different from the rest of the funds because it is restricted to 50% of the interest earned that can be spent.

4. David stated that the Lamack funds are currently deposited in the Gift Book Fund and began questioning where the funds should be moved to.
 - a. Becky thought it was important to honor her as we did Marjorie Scoboria with the Marjorie Scoboria Greenway since she loved the outdoors and the Lecture Series since she was an educator.
 - b. Becky added that Jean was interested in cooking and rescue dogs. Becky suggested having a Chef or Cooking Series each year to honor Jean. She also mentioned that we could sponsor the annual petting zoo with these funds.
 - c. The Trustees discussed the option of depositing the funds into the Endowment Fund or establishing a new fund for the money to be deposited.
 - 1) David said that he had looked at the Town Charter and it stated that all gifts and bequests to the Library should be under the control or custody of the Library Trustees. David recommended either depositing the funds into the Endowment Fund or creating a new fund for it but added that it would be more work for the Town if we were to establish a new fund.
 - 2) Becky suggested putting together a proposal each year for money to be moved into the Gift Book Fund to use for books or programs that would honor her memory.
 - 3) Becky recommended speaking with John Sousa, Town Treasurer to find out his recommendations. David will speak to him about this when he asks for recommendations for the Marjorie Scoboria CD at Lowell Five which matures in July.

X. Donation discussion

- A. Becky has been in contact with a woman who is interested in doing something special at the Library to honor her daughter that passed away at the age of 61. Her daughter was an environmentalist and loved the outdoors.
 1. The Trustees discussed a variety of options such as planting a swath of bulbs on the front side of the Library, installing a Native Plant Butterfly Garden as part of the landscaping, building a stone wall on the side of the Library building near where the driveway to enter the Library is located, and cleaning up the area that overlooks the wetlands.
 2. The Trustees did not decide on a specific project to research, trustees were encouraged to continue to think of options.

XI. Library Director Review status

- A. Becky sent her self-evaluation and a blank evaluation form to Adam.
- B. Adam will share Becky's self-evaluation and the blank evaluation form with the Trustees.
- C. The Trustees should send their feedback to Adam by May 21st so he can compile the information and add it all to the evaluation. It is due by the end of the month.

XII. Staffing Updates

- A. Kevin, who was recently hired as our full-time custodian, does not work at the Library any longer.
- B. Becky said that the hiring committee called back our second and third place candidates from when we did interviews for the full-time custodial position a few months ago. We decided to hire our second place candidate Tyler Heon.

XIII. Trustee Membership in the Friends

- A. Maggie commented that only two of the current Library Trustees are currently members of the Friends. The Friends have yearly memberships and a lifetime membership option.
 1. Becky suggested sending an email to the Membership Chair to find out if you are still a member of the Friends if you are not sure of your membership status.

XIV. Virtual Fundraising Conference

- A. Maggie received an email advertising the Serving with a Purpose Virtual Fundraising Mini-Conference on June 9th, 3:30 p.m. – 5:00 p.m.
- B. Maggie recommended having the members of the fundraising sub-committee attend the free virtual conference.
- C. Becky's only concern with the conference is that it is advertised as focusing on fundraising within the State of California. Becky said that people could attend the conference and not stay on for long if the information was not relevant.

XV. Trustee Board Replacement Nominee

- A. The last meeting that Jane will be attending as a Library Trustee is the Trustee meeting on June 9, 2021.
- B. Maggie notified the Board that they would need to appoint someone for Jane's spot on the Board. The person would then pull papers to run for the Board officially during the April 2022 Town election for the remainder of Jane's term.
- C. David asked if any of the current Associate Board members would be interested in becoming a Library Trustee.
 - 1. Kevin is interested in filling Jane's place on the Board.
- D. David motioned and Maggie seconded the motion to nominate Kevin Hamilton to fill the soon to be vacant Library Trustee spot until the election in 2022. Unanimous approval.
- E. Becky said that the Correspondence Secretary needs to write a letter to the Select Board informing them that Kevin Hamilton was officially nominated by the Board of Library Trustees for the open spot on the Board. The Select Board will have to approve it at a joint meeting of the trustees and Select Board.
 - 1. Phakdey, the Correspondence Secretary, will draft the letter. It will need to be addressed to Virginia Timmins, Chair of the Select Board. A copy will also need to be sent to Tricia Dzuris, Town Clerk.
 - 2. Jane will send an official resignation letter, with an effective date included, to Adam, Chair of the Board of Library Trustees.

XVI. Quotes for Front Stairs

- A. Becky said that we are having a hard time getting quotes for repairing the front steps of the Library.
- B. The Library has had three major repairs completed on the front steps in the last 20 years.
- C. The only quote we have received thus far is for a combination of repairing the front stairs and the chimney and it was \$20,000.
- D. Becky questioned whether she should pursue pricing to completely redo the stairs or whether she should continue to request quotes to patch the stairs.
 - 1. If we decided to redo the stairs, we would not be able to request it as a capital project until July or August 2022.
 - 2. Becky will request quotes for patching the stairs and completely redoing the stairs for comparison.

XVII. Adjournment

- A. Maggie motioned to adjourn the meeting and it was adjourned at 9:03 p.m.

Respectfully Submitted,

Melissa McCarthy

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