

## Chelmsford Library Trustees Meeting

June 8, 2022, 7 pm

Attending: Deb Robson, Maggie Marshall, Kathy Fox, David Braslau, Kevin Hamilton, Cindy Goodland, Adam Schertzer, Phakdey Yous, Becky Herrmann, Vickie Turcotte

- I. Meeting called to order at 7:03 pm
- II. Correspondence – none
- III. Announcements (Reading of the Land Acknowledgment)
- IV. Sharing of Public Comments (none)
- V. Approval of the Consent Agenda
  - a. Minutes
  - b. Treasurer’s Report
  - c. Director’s Report
  - d. Friends’ Report  
Maggie Marshall moved to approve the consent agenda, Deb Robson second, roll call vote was unanimous in favor. Motion passed.
- VI. Old and Ongoing Business
  - a. Covid updates: Becky Herrmann reported an uptick of cases among the staff, most are recovering quickly and all are adhering to health department guidance.  
The Library is adding more programming, both indoor and outdoor, for the summer.
  - b. Employee evaluation updates: The Library has a 2-week extension for completion. One staffer left to do and all other staff are complete. Trustees must do the Director’s evaluation – she will send a self-evaluation. Maggie Marshall re-iterated the process and the Director will send the appropriate forms.
  - c. Trustees engagement discussion: As of June 15<sup>th</sup>, all public meetings must have a majority of the board in person. However, virtual meetings are likely to be extended by the state legislature. Trustees were made aware of the Library’s Zoom Room availability for hybrid meetings.
  - d. Fundraising: The Director reported that the Library was awarded an \$11,500 AARP Community Grant. This grant will fund projects related to the Town’s recently adopted Land Acknowledgment including information kiosks at Town open spaces, Little Free Libraries stocked with materials on the local indigenous population, and programming at the Library. The grant won’t be officially announced until the end of June.
  - e. The Fundraising committee will set a date for a meeting.
- VII. New Business
  - a. Status of the Assistant Director search: The Director reported that the position has been filled after interviewing the top four applicants. Lesley Kimball is the current director of the Stratham Public Library, NH, and will start here on July 12. Jill Kenny has also come on board as a Reference Specialist and will start on June 20. We are still reviewing applications for a second Reference Specialist and will begin interviewing next week. Tyler Heon, custodian, has left the Library. We upgraded the position to be comparable to the Town’s custodial positions.  
Deanna Parsi, Reader’s Advisory/Reference Librarian will be leaving in July, so we’ll have a 20-hour Librarian position to fill as well.

- b. Patron's request for reconsideration of a library book: The patron read the graphic novel Gender Queer and filled out the reconsideration form. Sara Dempster, Head of Youth Services, wrote a letter in response to the request, with quotes from the many positive reviews it received, and the reasons why we will retain the book in the Young Adult section. If the patron wishes to escalate the request, it would be discussed at the July Trustees meeting.
  - c. Succession planning: Town is encouraging all departments to promote from within and to mentor employees to move up. We have a history of promoting from within, and the new Assistant Director will be mentored as a possible successor when the current Director decides to retire.
  - d. Fourth of July: The Library will participate in the parade with the Popup Library. Trustees, Friends and staff are invited to walk along as well.
  - e. A Chelmsford author requested to donate a book of theirs to the Library. The Trustee will put them in touch with Vickie Turcotte for the donation. The author also inquired about doing an event and Vickie will have them get in touch with Jessica Fitzhanso.
- VIII. Executive Session
- a. Before going into executive succession, the Director discussed the procedure for handling anonymous complaints. They are typically not discussed with the subject of the complaint, not put in their file, or given any weight since they are anonymous. If the complaint is repeated, then they will be tracked and evaluated.
  - b. Executive session began at 8:02pm.
  - c. Returned to open session at 8:50pm.
- IX. Adam Schertzer moved to adjourn, passed unanimously at 8:50pm.

Respectfully submitted by Vickie Turcotte