

Chelmsford Public Library Trustee Minutes
June 9, 2021

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

Also Present: Cindy Goodland, Associate Board Member, Kevin Hamilton, Associate Board Member, Deborah Robson, Associate Board Member

Absent: Jillian Kenny

- I. Meeting called to order by Adam at 7:02 p.m.**
- II. Correspondence – None**
- III. Announcements**
 - A. This is Jane's last Trustee meeting.
 1. The Trustees thanked Jane for being a Board member and wished her well.
 - B. Maggie announced that the Friends of the Library are having a Grab Bag Book Sale this Sunday, 1:00 p.m. – 2:00 p.m.
 - C. The Friends will begin collecting Fiction books and plan to have book drop-offs in the future. The Friends are also planning to have a Book Sale in the fall.
- IV. Sharing of Public Comments – None**
- V. Approval of the Consent Agenda**
 - A. Maggie motioned and Katy seconded the motion to approve the Consent Agenda. The Trustees then began discussing the Treasurer's Report. The consent agenda was approved as discussed by a unanimous vote.
 - B. David used the share screen feature on zoom to share the Treasurer's Report since it was not sent out to the Trustees prior to the meeting.
 - C. David contacted John Sousa, Town Finance Director/Treasurer for recommendations in regards to rolling over the Marjorie Scoboria CD at Lowell Five Bank which expires on July 18, 2021.
 1. John Sousa notified David that interest rates are low and recommended if we wanted to invest in a CD that it should only be for 12 months.
 2. David added that John Sousa is going to check the interest rates at the end of June to find out if anything has changed. John will give us his recommendation once he has the new interest rates.
- VI. Covid-19 Updates**
 - A. Becky commented that patrons visiting the Library have been respectful and good natured about staff continuing to wear masks and the recommendation of wearing a mask in the Children's room to protect young children who have not been vaccinated.
 - B. During the last Trustee meeting, the Board agreed to wait until after the 4th of July to reopen the Meeting Rooms for patron reservations. Becky would like to delay it until September with the exception of allowing Library sponsored groups to schedule their meetings in person.
 1. Becky explained that the Library staff generally plans programs 3 months in advance and will reserve the Library space needed for programs prior to patrons reserving spaces.
 2. The Library staff has not put together an official plan for when in-person programs will resume, so this will give staff time to plan programs and reserve spaces.
 3. Maggie asked if the Library has been receiving requests from patrons to reserve the Meeting Rooms.
 - a. Melissa commented that the Library has not received any requests for reserving a Meeting Room.

4. The Trustees agreed to wait until September to begin allowing patrons to reserve the Meeting Rooms.

VII. Trustee Goal Focus Discussion

- A. The fundraising sub-committee has been formed, but has not had their first meeting.
 1. Becky said that the fundraising sub-committee needs to decide who the Chair of the Committee will be, which they can decide during their first meeting.
 2. Adam, Kevin, Cindy, and Pamela have volunteered to join the fundraising sub-committee.
 3. Cindy will email all of the members of the sub-committee to begin the process of scheduling their first meeting.
 - a. Becky will send Cindy an email with Pamela's email address.
 4. Once the sub-committee has their meeting planned, Becky will send them a blank meeting agenda for them to fill out. Becky can send the agenda to Town Hall once she receives it back from the sub-committee.
- B. Maggie commented that someone should be responsible for monitoring the timelines for completing the goals that are on the Trustee Goals document.
 1. Becky commented that this would most likely be a responsibility for the Chair of the Board.
 2. Adam questioned whether the Trustees still have a web resource set up with all of the important documents.
 - a. Becky replied that the Trustees have a Google Drive, which all of the Trustees and Associate Board members have been granted access to. Becky added that we can send out another invite for the drive if anyone is having a difficult time accessing it.
 - b. The Google Drive also has the program sign-up document which includes the monthly Friends meetings.

VIII. Update on Trust Fund Status

- A. Becky, David, and John Sousa have been communicating by email in regards to the Jean LaMack bequest funds.
 1. John confirmed that there is no requirement within the bequest for a separate fund to be set-up for the funds.
 2. Becky said that the advantage of adding the funds to another interest bearing account would be that we would gain more interest on it as the total amount of funds increased.
 3. The Trustees discussed Jean's interests and the types of programs that the funds could sponsor, which was previously discussed during the May 12, 2021 Trustee Meeting.
 - a. Becky commented that we could still have programs sponsored by the Jean LaMack bequest even if the funds are combined with the other endowment funds.
 4. Maggie motioned and Katy seconded the motion to take the money from the Jean LaMack estate in the gift book fund and transfer it into the Library's Endowment Account. Unanimous approval.
 5. Deborah questioned whether the Jean LaMack funds would lose their own identity as a separate fund being added to a larger fund.
 - a. David commented that the Trustees have the Endowment Investment and Spending Policy which we would use to track all of the information surrounding the donation so that everything is documented.

IX. Trustee Board Replacement Nominee Status

- A. Becky explained the procedure for replacing a Board member.
 1. The town will post the vacancy for 7 days. If no other party is interested in the vacancy, then we can submit a nominee from the Board of Library Trustees. The Select Board would have a meeting with the Board of Library Trustees which would vote on that nominee and any other candidates. It would be a roll call vote.
 2. Phakdey mentioned that the Select Board may be able to meet with the Trustees on June 28, 2021.

- a. Katy, Phakdey, Maggie, and David are all available to meet on June 28, 2021 with the Select Board. Adam is unsure if he is able to attend the meeting.
3. Phakdey, the Correspondence Secretary, will draft a letter to the Select Board per the instructions of Paul Cohen, Town Manager.
 - a. The letter will need to indicate that we have a vacancy on the Board and the availability of the Trustees to meet on June 28, 2021 with the Select Board.
 - b. Phakdey will take care of sending the letter and will submit it to Becky for review if there are any questions.

X. MacKay Update

- A. Becky met with Paul Cohen on Monday, June 7th for their annual job discussion meeting, in which they also discussed MacKay Library.
- B. Becky reported that Paul contacted Gary Persichetti, Town Director of Public Works/Facilities and asked Gary to put together a proposal for adding an HVAC System to MacKay.
- C. Becky also said that Paul understood our concerns about MacKay and said he understood the concerns for keeping MacKay closed at this time. They also discussed how to continue to offer services to the North Chelmsford community.
 1. Becky said that we will have Wednesday morning Storytimes outdoors at MacKay, Wednesday outdoor concerts at MacKay during the month of August, and many visits from the Pop-up Library.
- D. David sent Becky a document with talking points about why MacKay is not yet safe to reopen. Becky shared the document with Paul Cohen and the Library's department heads. Becky will send the document to the Trustees.
- E. David suggested scheduling a walkthrough at MacKay with Gary Persichetti.
 1. Becky said she will reach out to Gary Persichetti and Kathleen Canavan, Town Public Facilities Director to schedule a walkthrough at MacKay. Becky commented that Kathleen knows the building and was very involved during the remediation of radon and asbestos at MacKay.

XI. 4th of July Parade

- A. The parade will be on Monday, July 5, 2021
- B. We plan to drive the Pop-Up Library in the parade and have people walk behind the truck in the parade.
- C. The summer reading theme this year is Tales and Tails. It would be fun to have people dress up in animal costumes.
- D. Becky and Maggie volunteered to participate in the parade.
- E. Becky said that she thinks the route will be the same but that it will be a smaller parade.
- F. Jane questioned whether dogs could be in the parade since it would be great for the tales and tails theme.
- G. David commented that we could reuse the animal hand puppets that we used for a 4th of July parade previously.

XII. Wish List Update

- A. Becky said that the Friends changed their fiscal year to align with the Town's fiscal year, which is July 1st – June 30th each year.
- B. The Library will plan to request funds for the upcoming fiscal year in June each year and the funds will be available starting July 1st.
- C. Becky requested \$35,000 from the Friends for this upcoming fiscal year, which includes \$20,000 for programming since we did not have an increase in our Town programming budget.
- D. Becky notified the Trustees that the Library's programming committee with representation from each library department and each department has put together a proposed programming budget for the upcoming fiscal year.
- E. David asked what the current total is in the Library's State Aid Account and stated that we could bridge the gap with programming costs using State Aid if we needed to cover additional programming costs.
 1. Becky responded that the most recent statistic report showed that we have \$200,175 in State Aid (which after double checking, was found to be closer to \$258,000) and mentioned that we also receive support from two major donors each year that can help cover the costs of programming.

- F. Becky reported that the Friends of the Library applied for a grant to have New England Micrographics scan and digitize our old newspapers. The Friends received the grant for \$30,000 and have agreed to hold onto the funds while we expend them.
 - 1. The grant is made possible through the generosity of the Carol and Fred Merriam Charitable Fund. They have given out other grants for historical projects within the Town in the past.

XIII. Parking Lot Island Discussion

- A. There is a parking lot island that visitors pass by as they pass the Library's entrance and go around the corner. This parking lot island has no irrigation and the grass is always dead.
 - 1. Mike Harradon, the Facilities and Technology Manager, contacted Stony Brook Landscaping, our landscaping company, to ask for ideas for fixing the area.
 - a. Stony Brook Landscaping suggested removing the existing turf, installing daylilies, landscape fabric, and river stone.
 - b. The cost of the landscape installation would be around \$1,600.00 and we still have funds in our current fiscal year budget to cover the cost.
 - c. The Trustees approved the idea and David cautioned to make sure that the landscaping company keeps the level of the rocks below the curb.

XIV. Masonry Quotes

- A. Becky said that the Library is still waiting for the final quote from the masonry company in regards to the dome, chimney, and stair repairs.
- B. Becky added that the Library may be able to apply some of our funds from this fiscal year towards this project.
- C. Becky also commented that Paul Cohen reminded her that as long as we solicit 3 quotes or more for the project we can move ahead. We may not receive 3 quotes. Mike Harradon has solicited close to 10 companies for the masonry work.

XV. Upcoming Trustee Meetings

- A. David questioned when we would resume having our Trustee Meetings in-person.
 - 1. Becky replied that the State will decide how long we can continue to meet virtually.
 - 2. David suggested reserving ½ of the McCarthy Meeting Room for the in-person Trustee Meetings, once they resume, so that they could meet in a larger space.
- B. The Trustees questioned whether the State would allow a hybrid approach to the meetings moving forward since the associate board member nominated for the vacancy is in college and could not attend the meetings in-person due to the commute.
 - 1. Becky will keep the Trustees updated on what the State is mandating. Becky will also try to find out if a voting member of the Board can attend virtually and still have voting rights.
- C. Maggie questioned whether the Trustees could skip their August meeting if there were no important topics to discuss or decisions to be made.
 - 1. Becky commented that the Friends of the Library take time off if there are no action items. If the Trustees did not have their August meeting, Becky would still send out an update but the Trustees would not vote on it.

XVI. Adjournment

- A. Maggie motioned to adjourn the meeting and it was adjourned at 8:12 p.m.

Respectfully Submitted,
Melissa McCarthy