

Chelmsford Public Library Trustee Minutes

June 12, 2019

Present: Library Director, Becky Herrmann, David Braslau, Sarah Conte, Laura Ecker, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

Absent: Jillian Kenny

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

II. Public Comments – None

III. Announcements – None

IV. Correspondence

A. The Trustees sent Will Cunha an email about his proposed artwork donation on May 17, 2019.

V. Approval of Minutes

A. The following amendments were made to the May 8, 2019 Trustee Meeting Minutes:

1. Roman numeral VI, paragraph E., number 1: Change the sentence to: David said that the Trustees should ask John Sousa whether that information is appropriate to add to the report.
2. Roman numeral VII, paragraph C.: Add the sentence: The budget reporting will continue to follow the calendar year.

A. Maggie motioned and Sarah seconded the motion to approve the May 8, 2019 Meeting Minutes as amended. Unanimous approval.

VI. Treasurer's/Endowment Report

A. Adam distributed copies of the Library Trust Fund Accounts Spreadsheet as of April 30, 2019.

B. Adam contacted John Sousa about the Marjorie Scoboria CD at Lowell Five that expires on 7/18/2019.

1. John Sousa will check the interest rates at the end of June/beginning of July and let us know the best options for rolling over the CD.

C. Adam contacted Darlene Lussier, Town Accountant, for the current balance in the Library's Gift Book Fund and State Aid. The balances were not included on the Treasurer's Report.

1. Becky responded that the State Aid balance is already included on the Library Statistics report each month. It was added to that report because there have been times that we have used State Aid to supplement for our operating budget, especially when we have not had enough money in our salary budget.
2. Becky also mentioned that it would be difficult to include the Gift Book Fund amount on the Treasurer's Report because it includes donations for the Impact Fund and therefore would not reflect the true amount that is for the Gift Book Fund.

VII. Friends' Report

A. Becky and Laura attended the Friends meeting.

B. Laura said that the Friends gave a scholarship to Tanner Carlson, a Library page that has worked at CPL for almost 3 years.

C. Laura also reported that the Friends are going to do a membership drive. In celebration of the 20th anniversary of the new addition to the Library, the Friends have set a goal to get 2,020 new memberships for the year 2020.

1. The Friends will have literature about the membership drive at their booth on the 4th of July.

VIII. Director's Report

- A. Becky said that the current fundraising total for the Impact Fund is over \$37,000.
- B. Steve Jahnle and his Town crew came to the Library to locate and clean the storm drains. They had to dig out a manhole cover because it was paved over.
- C. Becky commented that all of the panic buttons batteries were replaced this week because they were all dead.
- D. Becky said that Nick Parlee is coming to the Library tomorrow to discuss state funds available to the Library to purchase items for our Library of Things.
 - 1. Becky will send the Trustees a list of the current items in our Library of Things, which is listed on our website, and asked the Trustees to let her know if they have any ideas for additional items to purchase for it.

IX. Fundraising sub-committee updates

- A. Laura said that the committee discussed funding options for the remaining amount needed for the Pop-up Library mobile vehicle.
- B. Laura mentioned that they also reviewed the list of companies and organizations that applications were sent to for donations to the Impact Fund.
- C. The committee discussed the Foundation Directory and Maggie volunteered to work on applying for grants this summer once the 3-month subscription is purchased.

X. Survey results update

- A. The survey will continue through the end of the fiscal year because people are sharing it on their social media accounts and we continue to receive completed surveys.

XI. Artwork donation update – None

XII. Finalize Trustee retreat ideas

- A. The Library will purchase food from Zesty's for the Trustee Retreat.
- B. The Trustees recommended that Katy, the Correspondence Secretary, send out an email to the Trustee Listserv asking for recommendations for ideas of activities to do during the retreat and important topics to discuss.
- C. Becky will contact Danny Lykansion to ask him to set up an escape room for the Trustees to do during their retreat.
- D. Becky will make sure a copy of the Trustee Goals is on the Trustee Google Drive and will email the Trustees instructions on how to access the Google Drive.

XIII. Pop-Up Mobile Library update

- A. David researched pricing to purchase the vehicle on the state bid list and MHEC list.
 - 1. David discovered that we can use the state contract and get 27% off the list price. There are only a couple of dealers on the state contract and none of them are in the immediate area.
- B. Becky mentioned that the customizing company from New York has worked with acquiring trucks off of a state bid list in the past and they have a lower price than Turtle Transit.
 - 1. David asked Becky to contact Turtle Transit to find out their time frame for customizing a vehicle and to get a final offer for pricing.
 - 2. Becky commented that once we figure out which customizer we will work with, we can pay the customizer and they may be able to work with the dealer directly.
- C. The Trustees discussed a variety of options for funding the remaining amount needed for the Pop-Up Mobile Library including taking funds from the Marjorie Scoboria CD before it is reinvested into another CD.
 - 1. David motioned and Maggie seconded the motion to allocate a total of \$50,000 toward the Pop-Up Library with \$30,000 coming from the Marjorie Scoboria CD and \$20,000 from State Aid to be added to the \$37,000 we raised for this purpose. Unanimous approval

D. The Cultural Council will be giving us approximately \$981 towards our Pop-Up Library.

XIV. MacKay hours discussion update

- A. The Trustees discussed different options for increasing the hours at MacKay.
 - 1. The Trustees decided it might be best to do a one-question survey for N. Chelmsford residents to find out what additional shift they would like to see MacKay opened.
- B. Becky would like to review the survey results to find out how many people asked for the MacKay Library to be opened more hours.

XV. June/July events – review who is attending what

- A. Melissa passed around a sign-up sheet for June and July events at the Library.
 - 1. Maggie signed up for the Book Tastings event on July 25th
 - 2. Adam signed up for the Harry Potter Birthday Party on July 27th
 - 3. Laura and Adam signed up for the Ben Rudnick and Friends Concert on July 10th
 - 4. Laura signed up for the Stacey Peaslee Concert on July 24th

XVI. Request to close main library on July 3rd for stairway carpeting installation

- A. Becky stated that the smell of the glue from the carpet installation would be too strong for staff and the public to be in the Library.
 - 1. Becky proposed closing the Main Library on July 3rd and changing the hours, that MacKay is open to 9:00 a.m. – 5:00 p.m.
 - a. Staff would be able to work at the MacKay Library on inventory, shelf reading, and special projects.

XVII. Discussion of parking lot and stonewall improvements

- A. The Library got quotes from two landscapers to fix the retaining wall but to be done correctly we need to have work done on the parking lot also.
- B. Becky contacted Katie Enright about putting together a proposal for the work to be done on the parking lot and the retaining wall.
 - 1. The Civil Engineering Design Conceptual Plan costs \$8,300. The retainer is \$4,700. We may have funds in our current budget to pay for the retainer. The remaining amount would be paid for out of our building maintenance expense budget in the new fiscal year.

XVIII. 4th of July float

- A. Adam and Sarah volunteered to walk with the Library float.
- B. Marty Mason has also arranged to have Teens walk with the float.
- C. Charlie Wojtas will let us use his vehicle again this year for the parade.

XIX. Adjournment

- A. Maggie motioned and the meeting was adjourned at 8:17 p.m.

Respectfully Submitted,
Melissa McCarthy
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