

Chelmsford Public Library Trustee Minutes July 9, 2019

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

- I. Meeting called to order by Jillian at 6:36pm
- II. Public Comments – None
- III. Announcements – None
- IV. Correspondence – None
- V. Approval of Consent Agenda including the Minutes, Treasurer’s Report and Friends Report
 - a. Maggie motioned and Laura seconded the motion to approve the July 12, 2019 consent agenda
- VI. New Business
 - a. CD rollover
 - i. Suggestion was made to rollover CD since interest rates will most likely be going down over next 24 months.
 1. Lowell 5 has best rate at 2.4% over 24 months – recommended to go with Lowell 5 option
 2. Current Scoboria fund has \$284,000. Discussed withdrawing \$30,000 and depositing it into the gift book fund and reinvesting the remaining \$254,000
 - a. Maggie motioned that we direct John Sousa to take out \$30,000 from the Scoboria fund at Lowell 5 and reinvest the remaining \$254,000. David seconded the motion. Unanimous approval.
 - b. Survey Decision
 - i. Discussed MacKay hours and recommended sending a follow up survey regarding MacKay hours
 - ii. Bigger question was why just target MacKay – perhaps send survey to all patrons regarding more hours overall. Some suggested survey questions were:
 1. More hours at Main library
 2. Longer season for Sunday hours
 3. More hours at MacKay
 - iii. Suggestion to rank survey questions or do a separate survey for Main Library and MacKay library.
 - iv. ACTION: Becky to ask Brian & Danny to come up with sample surveys for Becky to present to Trustees at next meeting.
 - c. Mobile Library Rollout/Update
 - i. Buying the vehicle from the factory is significantly less expensive than buying from the dealer. \$37,000 off the lot vs \$25,000 from the dealer.
 1. We have a quote for roughly \$25,000
 2. 8-12 week lead time

- VII. Trustee Retreat
 - a. Team Building Exercise: the Trustees participated in an escape room experience on the 2nd floor of MacKay Library. It was a creative and thought provoking exercise that was enjoyed by all.
 - b. Discussion of Goals
 - i. 2018 Goals - Trustees agreed the group was proficient and met expectations for goals set for 2018.
 - ii. 2019 Goals – general discussion about potential 2019 goals. Jill and Maggie to meet to brainstorm 2019 priorities and group will vote at next meeting.
- VIII. General discussion on how Trustees can work with and support FOL including their 2020 membership drive.
- IX. Meeting adjourned at 8:42pm.