

Chelmsford Public Library Trustee Minutes –Virtual Meeting  
July 13, 2022

**Present:** Library Director, Becky Herrmann, Kathy Fox, Maggie Marshall, Deborah Robson, Adam Schertzer

**Absent:** David Braslau, Kevin Hamilton, Phakdey Yous, Alan Hamwey

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

**II. Correspondence**

- A. Kathy checked the Trustee mailbox at the Library and there was no mail.
- B. Kathy recommended sending a card to Bill King’s family on behalf of the Board of Library Trustees after hearing the news that he passed away recently. Bill worked at the Library for 15 years as a custodian. Melissa will send Kathy the address for Bill’s family.

**III. Announcements**

- A. Kathy read the Land Acknowledgement aloud.

**IV. Sharing of Public Comments – None**

**V. Approval of the Consent Agenda**

- A. Maggie motioned and Kathy seconded the motion to approve the Consent Agenda with the exclusion of the Executive Minutes from June 8, 2022. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.
- B. Adam motioned and Deborah seconded the motion to approve the Executive Minutes, that were reviewed previously by the June Trustee meeting attendees, with the caveat that they are not made publicly available. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

**VI. Announcement of AARP Community Challenge grant award**

- A. The official announcement of the AARP Community Challenge grantees occurred at the end of June.
- B. Becky commented that our project was one of 260 chosen out of 3,200 applicants.
- C. Becky said that there will be one adjustment to our proposed plan, which will be that there may be fewer mini outdoor libraries since a local girl scout troop is working on the same type of project. We are also re-evaluating the number of information kiosks based on placement.
- D. Becky sent a thank you note to Pamela Davies for her help applying for this grant.

**VII. Discussion and vote on CD rates and recommendations on rollover**

- A. The Trustees reviewed the recommendations from John Sousa, Town Finance Director.
- B. The Trustees discussed the different CD options, compared interest rates, and Adam shared calculations based upon interest earned on a 12-month CD versus the interest earned on an 18-month CD.
- C. Maggie motioned and Adam seconded the motion to roll CDS over to 12-month CDs at Salem Five Bank. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

**VIII. Staffing updates**

- A. Becky provided the Trustees with an update on new Library staff recently hired.

1. The new Assistant Director, Lesley, started working at the Library on Tuesday, July 12, 2022.
2. The new Reference Librarian, Jianna, starts working at the Library next week.
3. The Library hired a new Custodial Assistant who will work full-time hours during the summer months and will move onto our sub list starting in the fall.
4. Interviews will be conducted soon for the part-time Reference Librarian position.

**IX. Request from Chelmsford Choice for sign on the property**

- A. The Library received a request from Chelmsford Choice to have an A-Frame sign on the Library's property.
1. The Trustees discussed the request and decided that they were not in favor of approving this request because it would set a precedence for allowing non-Library related groups to advertise outdoors on the Library's property.
    - a. Kathy, will notify the group of the Trustees' decision.

**X. Discussion and update to Publicity on Library Facilities policy including clarification on posting religious institution's flyers**

- A. Becky sent the Trustees a copy of the current policy for Publicity in Library Facilities and a copy of the proposed changes to the policy.
1. Becky commented that the suggested policy update was based upon the need to clarify the policy for posting of flyers for religious institutions since a question recently arose surrounding this topic. Additionally, the Library needed further clarification regarding publicity on Library grounds.
- B. Kathy mentioned that she received an email inquiring about whether the Library would allow a First Time Home Buyer Seminar in one of the Meeting Rooms.
1. Kathy responded to the email and suggested contacting the Library for further information and sent information regarding Meeting Room policies.
    - a. Becky said that the usage of the Meeting Rooms is restricted to only non-profit groups.
- C. Maggie motioned and Deborah seconded the motion to accept the revised wording for the Publicity on Library Facilities policy. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

**XI. MacKay handicap accessibility update**

- A. David Braslau, Mike Harradon, Library Facilities Manager, and Becky recently met with Lauren Stara to discuss the handicapped accessibility options at MacKay.
1. Becky said that Lauren recommended redoing the back entrance with Trex-type materials and a handicapped automated door with a window instead of redoing the front entrance.
  2. Becky will send the Trustees more information about this proposed option once it is received.

**XII. Adjournment**

- A. Maggie motioned and the Trustees unanimously approved the meeting adjournment at 7:29 p.m.

Respectfully Submitted,  
Melissa McCarthy  
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