

Chelmsford Public Library Trustee Minutes
July 14, 2021

Present: Assistant Library Director, Vickie Turcotte, David Braslau, Kevin Hamilton, Jillian Kenny, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne

Also Present: Cindy Goodland, Associate Board Member, Deborah Robson, Associate Board Member, Pat Wojtas, Select Board Liaison for Board of Library Trustees

Absent: Phakdey Yous, Library Director Becky Herrmann

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

II. Correspondence – None

III. Announcements

A. The Trustees will plan to not have a meeting during the month of August, unless something important occurs that needs to be addressed or voted on.

IV. Sharing of Public Comments – None

V. Approval of the Consent Agenda

- A. David motioned and Jillian seconded the motion to approve the Consent Agenda. The Trustees then had a discussion about attending meetings virtually and reviewed the Treasurer's Report. The consent agenda was approved as discussed by a unanimous vote.
- B. David mentioned that the only change to the Treasurer's Report was that the funds from the LaMack Bequest have been transferred from the Gift Book Fund to the Endowment Fund. David also said that John Sousa's recommendation for the Lowell Five Marjorie Scoboria CD maturing on July 18, 2021 will be discussed during the Old and Ongoing Business portion of the meeting.
- C. Deb questioned whether there was any follow-up to the discussion during the June Trustee meeting regarding Trustees attending the Board meetings virtually.
 - 1. Kevin received an email from Becky notifying him that the State extended the special order allowing remote meetings until April 2022.
 - a. Pat Wojtas added that there is still the option for a Board member to dial in to an in-person meeting as long as there is a quorum present at the meeting and the Chair of the Board is also present at the meeting.

VI. Covid-19 Updates

- A. Vickie stated that the number of people wearing masks in the building has decreased and added that there have been no real issues in the Children's Room with patrons wearing masks.
- B. Maggie questioned how the staff is dealing with two Library department heads taking a family leave during the same time period.
 - 1. Vickie commented that this is the first official week of both staff members being on leave and added that both employees did a good job covering their schedules and duties. Vickie also said that between administration and other staff helping out that would normally be off desk that we have desk coverage when it is needed.

VII. Trustee Goal Focus Discussion

- A. Maggie explained that this topic has been added to the agenda each month so that the Trustees review their goals at each monthly meeting and are able to assess the progress they are making on completing the goals by the due dates.

- B. Maggie would like the updated Trustee Goals document to be emailed to the Trustees each month with the other documents the Trustees receive prior to their monthly meetings. Maggie said that the Board needs to come to each meeting prepared to have a targeted discussion.
- C. Vickie noticed that Goal # 2 under Fundraising is for one subcommittee member to become fully trained in the Little Green Light fundraising software by August 1, 2021. Vickie inquired about the progress on completing this goal.
 - 1. Jillian was the Board member who volunteered to be trained on Little Green Light. Jillian received an email from Melissa with Little Green Light trainings and plans to complete this goal by the anticipated completion date.
- D. Kevin mentioned that Goal # 3 under Fundraising is to be completed by September 1, 2021 and consists of Board members collaborating with library staff to develop a Big Ideas Wish List. Kevin, Maggie, and Deborah volunteered to work on this goal.
 - 1. Vickie said that the Trustees did not adopt 2 out of the 3 “Big Ideas” from the Big Idea Survey that patrons completed a few years ago. The two ideas that were not chosen were: Get Cooking with the Library and Creator’s Studio at the Library.
- E. Maggie commented that there are many people who are financially struggling due to the Pandemic and said that this will probably be a quiet year in regards to fundraising.
 - 1. David added that in our past experience, we have found that people are more apt to give money when we are raising money for something tangible, such as the Pop-Up Library or buying a tree for the Greenway.
- F. Maggie questioned how staff members know that a Trustee has signed up, on the Google Drive, to attend a virtual meeting so that they can be introduced, which is part of Goal # 1 under Civic Involvement.
 - 1. Deborah said that she emails the staff member who is running the program to let them know she will be attending the program.
 - 2. David commented that the list of upcoming monthly programs for the Trustees to attend is on the Trustee Google Drive and there are hyperlinks on the document so that the Trustees can look at the program description and find out which staff member is running the program.

VIII. MacKay Update

- A. Vickie said that Becky toured the MacKay Library with David Braslau, Kathleen Canavan, Town of Chelmsford Public Facilities Director, and Melissa Joyce, Town of Chelmsford Sustainability Manager. The purpose of the tour was to evaluate the building since there is no updated HVAC system.
 - 1. David said that the Town is going to have an engineer do a walkthrough at MacKay to evaluate the building and give recommendations for an HVAC system and to discuss current capacity limits for each space within the building.
 - 2. David added that some of the challenges are that there is no mechanical ventilation system in the building since it used to be a house, the spaces upstairs are small since they were formerly bedrooms, there is only 200 amp electrical service to the building, and there are physical constraints in regards to the possible placement of an air handling unit since there is no mechanical room and there is no room in the basement for storage and it is damp.
 - a. David mentioned that there is an area of flat roof over the addition that is 6 ft. wide by 30 ft. long that may be an option for placing an air handling unit as long as it structurally could support it.
 - 3. Maggie questioned whether it would be financially reasonable to install an HVAC system at MacKay.
 - a. David said that the HVAC system for MacKay could tie in well with the funds allotted to the Town from the American Rescue Plan Act.
 - 1) Pat said that she will advocate for using some of the funds from the American Rescue Plan Act to be able to reopen the MacKay Library.

4. Adam questioned whether we would be able to reopen MacKay before installing an HVAC system. He wondered if once we receive capacity limits from the engineer and add standalone air purifying filter units to the spaces in the building if that would be adequate.
5. David answered that with the air purifiers, the building can be re-occupied by staff but may not be able to be open to the public. We will need to wait for the engineer's report with his recommendations and room capacity limits.
6. Pat mentioned that the American Rescue Plan funds are already available and some have already been allocated to the CCA. The Town has until September 2024 to expend the funds.
7. David was pleased that the building has been well maintained by the custodial staff and has not deteriorated at all even though it has not been used for a long time.

IX. Lowell Five Scoboria CD recommendation

- A. David said that the Scoboria CD at Lowell Five Bank matures on 7/18/2021.
 1. John Sousa, Town Finance Director/Treasurer notified David that interest rates continue to be very low and recommended a 12 month term.
 2. John Sousa recommended renewing the CD at Lowell Five bank at an interest rate of .40 percent for a 12-month term.
 3. Maggie motioned and Jillian seconded the motion to accept John Sousa's recommendation for renewing the CD at Lowell Five bank for a 12 month term. Unanimous approval.
 4. Deborah questioned why we only requested quotes for CD interest rates from Enterprise Bank, Lowell Five Bank, and Northern Bank since there are many other banks that could have different interest rates.
 - a. David responded that the Trustees follow the Endowment Investment and Spending Policy which mimics state law. The preference is to work with local banks and banks that the Town of Chelmsford already has existing financial relationships with.

X. 4th of July Parade – postmortem

- A. Maggie, Cindy, and Pat had positive feedback to share in regards to the Town's 4th of July Parade.
- B. Maggie said we received great comments from the public and added that it was nice having Maureen Foley walk in the parade since she was the former Children's Librarian and the current President of the Friends of the Library.

XI. Fundraising update/brainstorming discussion

- A. Kevin was elected the Chair of the Fundraising Sub-Committee during their first meeting on July 6, 2021.
- B. Kevin reviewed the main topics discussed during the Fundraising Sub-Committee meeting.
- C. Cindy will contact the Fundraising Sub-Committee members to schedule their next meeting.
- D. The Trustees discussed possible needs in and around the Library building.
 1. David and Becky walked around the Library building a month ago to assess if there were any areas to add benches or trees and concluded that there is no additional space to plant a new tree and we do not need any additional benches.
 - a. David said that an area that he keeps reassessing is the Wetlands. David explained that during the creation of the Marjorie Scoboria Greenway, we put in a rain garden and did the initial civil engineering work. We still have bittersweet and a lot of invasive plants in that area. David also said that there is a brook that runs through that area and that the stone work is quite deteriorated since no one has been able to get into the area to fix it. David would like to make the Wetlands an appealing part of the overall Library property.
 - 1) Adam questioned whether there are any limits on what we can do with the Wetlands.

- a) David responded that the Town has been helpful with notifying us of the limitations and what we can and cannot do with the area.
 - b) David said the Trustees could contact the Town's Conservation Commission if the Board was interested in exploring this idea.
- E. Vickie mentioned that the repairs to the stairs, the rotunda, or upgrades to the building are things that the Town should pay for out of operating or capital budgets and should not be considered a fundraising project.
- F. Maggie suggested doing a systematic review of the funds we have and what needs to be done.
- G. Jillian recommended compiling a list of projects that need to be done and prioritizing the projects, as the Capital Planning Committee does when they review the requests.
- H. David liked both Maggie and Jillian's ideas.
- I. David suggested having the Fundraising Sub-Committee compile a list of ideas to present at the next Trustee Meeting, which can be prioritized by the Board and funding sources can be chosen.
- J. The pending Capital Planning project for repairing the retaining wall was moved from FY2021 to FY2022 and now has been moved to FY2023. The Town wants the Library to wait until the sidewalks on Boston Road are repaired for the retaining wall and sidewalk in front of the Library to be rebuilt as a Capital Budget Project.
 - 1. David and Pat discussed the American Rescue Plan Act and whether or not funds could be used for this project.
- K. Vickie said that several staff members met with Pete Pedulla from Chelmsford TeleMedia to discuss options for having hybrid programs which would be in-person and able to be viewed virtually.
 - 1. Vickie informed the Board that one of the options, which is a basic device, is called a Meeting Owl. The Meeting Owl is a camera, microphone, and speaker combined into one device. The camera moves around and zooms in on the person speaking in the room. Another option that Vickie discussed was a Smart Wall that provides multimedia display.
 - 2. Vickie added that there are more options but as the technology becomes more advanced, the cost also increases.
 - 3. The Trustees talked about social equity and how having the ability to make our programs hybrid would help the community.
 - a. Vickie added that the programs can be recorded with the new technology and we can make them broadcastable over cable which would give housebound seniors the ability to view our programs too.
 - 4. Vickie questioned whether we could use funds from the American Rescue Act Plan to purchase higher quality technology to use for our hybrid programs.
 - 5. Vickie said we could purchase the Meeting Owl with Library funds for now and then look into the other options in the future.
 - 6. David commented that it would be helpful to get pricing with tiers for the technological options to review. That information will be put together for the September Trustee meeting.
 - 7. Maggie suggested adding review pricing as an agenda item for the September Trustee meeting.

XII. Town Report ideas

- A. Maggie commented that the Town does an Annual Report each year, which contains a report from the Library Director and the Chair of the Board of Library Trustees.
- B. Vickie commented that Becky often has a theme for the report and prefers that it is not all about Covid this year.
- C. Vickie said to let Becky know if anyone has a theme suggestion for the report.
- D. Adam suggested having an Olympics theme and said that he will contact Becky about his idea.
- E. The Board had their picture taken at the end of this meeting for the report.

XIII. Policy review

- A. Vickie distributed copies of a document containing the proposed revisions to Policy 2.2-2 Rules for Borrowing Library Materials. The proposed changes are attached.
1. There was a brief discussion about the price of replacing books and the discount that the Library receives from book vendors.
 2. Vickie stated that the Library wants to encourage patrons to borrow items, which is why we do not charge overdue fines. It allows people to borrow items without worrying about financial restraints if they are late returning an item.
 3. Maggie motioned and David seconded the motion to approve the revisions to Policy 2.2-2 Rules for Borrowing Library Materials. Unanimous approval.

XIV. Kindness Rocks

- A. Sandie Rainey from Kindness Rocks contacted the Library requesting that the base of the rock garden possibly be changed to stone instead of the dirt that is currently there.
1. The Trustees discussed this request. The library does not want to incur an additional cost at this time and the trustees decided to keep the area in its natural state at this time.

XV. Adjournment

- A. Jillian motioned to adjourn the meeting and it was adjourned at 8:20 p.m.

Respectfully Submitted,

Melissa McCarthy

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