

## Chelmsford Public Library Trustee Minutes –Hybrid Meeting

July 26, 2023

Present: Library Director, Lesley Kimball (in-person), David Braslau (in-person), Kathy Fox (in-person), Kevin Hamilton (virtually), Maggie Marshall (in-person), Deborah Robson (in-person), Adam Schertzer (in-person), Phakdey Yous (in-person)  
Associate Board Members Present: Michelle Fearon (in-person), Wendy Segal (in-person), Josh Wimble (in-person)

- I. Meeting called to order by Maggie Marshall at 7:03pm
- II. Correspondence - no correspondence
- III. Announcements
  - a. Deb read the Land Acknowledgement aloud.
- IV. Approval of Consent Agenda
  - a. Deb motioned and David seconded. Unanimous approval.
  - b. Maggie questioned the drop in museum pass usage and Lesley mentioned that she spoke to Maureen about obtaining multiples of the more popular passes.
- V. Sharing of Public Comments -none
- VI. Old and Ongoing Business
  - a. Memorial remembrance for Becky Herrmann update
    - i. Deb has been in touch with Chris Polson, artist, and he is still working on the concept. Deb will contact Chris to set up a zoom with a subgroup over the next few weeks with the hopes of firming up plans. Subgroup includes Deb, Phakdey and Lesley. Maggie would like to get an estimate so that fundraising can start.
    - ii. David mentioned asking for a “not-to-exceed” figure from Chris.
    - iii. Deb provided the invoice from the 2017 mermaid project from Chris Polson for those who expressed an interest in seeing it.
  - b. Update: Tree Inventory
    - i. David discussed the tree inventory and walkaround from Jim and Pete of the Chelmsford Tree Committee that Mike had summarized in an attached sheet. Jim had concerns with the mulch volcanoes that Stony Brook has created at the base of the trees. Pete was concerned with the damage that mowers, and bugs have done to the trees and which should be taken down.
    - ii. Lesley will be meeting with Bartlett Trees regarding pruning and tree maintenance. Lesley and David mentioned that Al and Aiden have

been working on pruning and maintenance with bushes and dead branches.

c. Grand Re-opening of MacKay

- i. Kathy provided details regarding the MacKay Grand reopening which will take place on Wednesday August 9th from 5-6pm. Lawn games, a bubble machine, balloons with the Library logo, snacks and water will be available, and Dylan and Pete's ice cream truck will be there from 5-6p. The first 50 will receive free ice cream. Jeff is working on signage including no eating in the library. Funded by the annual MacKay donors. There will be a "tip" jar for donations available. David mentioned having MacKay fundraising handouts available. Lesley will check with Nancy to replenish handouts.
- ii. Ben Rudnick concert will follow at 6:30.

VII. New Business

- a. Board Annual Calendar - board reviewed the annual and offered revisions. David will make these changes and share at the next meeting for the Board to review.
- b. Staffing changes
  - i. Lesley - Mike is retiring Sept 8th although he is willing to work with CPL and town as a consultant during transition and training with the new hire. IT/facilities job description will be posted soon. Paul has additional suggestions. Mike was the first IT/facilities person to have this job as this work used to fall under other positions. Looking for someone who has cloud networking experience since we will be moving the library server to the cloud and is a hands-on learner since there are many library-specific IT and facilities duties involved. Lesley discussed that although there are benefits to working with the town which utilizes Azure for operations and has the expertise, the library needs to retain our staff who support library staff and users especially outside of town hours. David mentioned that the library's concerns were not addressed in the past when the town controlled IT for the library which is why the Library IT position was created. Deb asked what kind of background Mike had when he was hired. Lesley mentioned that he didn't have much facility background when he started but learned on the job. Lesley said that collaboration with the town is great and is grateful that the town wants to support us. But we need to have access to what we need while working with the

town. Christine Clancy (DPW) has been great and should be the town person who will be the bridge to town facilities.

- ii. Borrower Services and Branch Manager job description draft. David likes the idea of formalizing this position. Lesley mentioned that this provides the branch manager with their own staff. Since Nancy is topping out salary-wise she will be asked if these are additional responsibilities that she is willing to take on.
- iii. Lesley mentioned that they are posting part-time Reader Services position with benefits. Jill will be leading this search.
- iv. Lesley has a strong candidate for a temporary one year Office Administrator position. There is a request from Melissa for a 20 hr per week schedule.
- v. David asked that Lesley update the staff list and positions since there have been many changes.
- vi. Lesley mentioned that new reference librarian Jess Hardin is starting Monday.

c. Board goals review and discussion

- i. Board reviewed notes from retreat from June and looked at the 2021 goals, and discussed many of which have been met.
- ii. Lesley mentioned that the goals are in addition to what the Board continues to do each month. Many of the goals set in 2019, have been met such as diversifying the Board through the addition of the Associate Board and having a Board member trained in the Little Green Light fundraising software (Phakdey).
- iii. Maggie suggested a subcommittee review the 2019 goals and combine this document with the retreat notes from July. Kathy, Phakdey, Michelle and Kevin volunteered to spearhead this work.
- iv. Lesley mentioned that we still need an associate board policy.

VIII. Photo of Board

- a. Todd took the photo with Kevin virtual and all other Trustees and Associate board members in person.

IX. Adjournment

- a. Deb motioned to adjourn and the meeting was adjourned at 8:15 p.m.

*Prepared by Kathy Fox*

*Approved, 9/13/2023*