

Chelmsford Public Library Trustee Minutes
August 11, 2021 – Virtual Zoom Meeting

Present: Library Director, Becky Herrmann, David Braslau, Kevin Hamilton, Maggie Marshall, Adam Schertzer, Katy Wood Van Dyne, Phakdey Yous

Also Present: Cindy Goodland, Associate Board Member, Deborah Robson, Associate Board Member, Alan Hamwey, Prospective Associate Board Member

Absent: Jillian Kenny

I. Meeting called to order by Adam at 7:02 p.m.

II. Correspondence – None

III. Announcements

A. The Library received a donation of a quilt that was given to Rona Call, former MacKay employee, upon her retirement. Rona's husband donated it to the Library.

1. The quilt was handmade by Library staff and signed by Library staff members.
2. Becky is considering hanging the quilt in the stairway leading to the upstairs level at the MacKay Library.

IV. Sharing of Public Comments – None

V. Approval of Consent Agenda

A. Maggie motioned and Katy seconded the motion to approve the Consent Agenda which includes the Meeting Minutes and Director's Report. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

B. The Library staff gave Becky suggestions for the next Big Idea. Maria Palacio, Assistant Director of Outreach is compiling the staff suggestions. Becky will send the information to the members of the Fundraising Sub-Committee prior to their next meeting.

VI. Covid-19 Updates

A. Becky has been trying to get more guidance from the Town of Chelmsford Health Department in regards to a procedure for instances when a vaccinated employee is out sick with Covid symptoms. The Town's guidance was for the Library to recommend having the staff member get tested for Covid before returning to work if they have minor Covid-like symptoms. We cannot mandate an employee get tested but can recommend it.

B. David questioned whether the Town's Department of Public Health has provided an update on close contact exposure guidance.

1. Becky replied that they are giving the same guidance as before except that if an employee is vaccinated and has no symptoms that they can return to work without having to quarantine.

VII. Trustee Goal Ongoing Discussion

A. The Trustee Goal discussion is tabled until the September Trustee Meeting since this meeting was scheduled in order to discuss time-sensitive topics.

VIII. MacKay Update/Discussion

A. Becky emailed the Trustees a MacKay Covid Updates document prior to the meeting for review and also summarized the main points of the document during this meeting.

B. Becky said that a mechanical engineer surveyed MacKay last Friday and the Library is awaiting the report with recommendations.

1. The Library hopes to use some funds from the American Rescue Fund towards the cost of installing an HVAC system at MacKay. Pat Wojtas, Town Select Board member voiced her support of this proposal and Paul Cohen, Town Manager is giving us guidance for this process.
- C. Becky said that the Library began receiving requests from patrons to reopen MacKay and questions about the future of MacKay once the State of Emergency was lifted during the month of June.
- D. Becky recommended offering curbside pick-up at the MacKay Library beginning September 13, 2021.
 1. Becky added that employees that had previously been assigned hours at MacKay would work there helping with curbside pick-up. Additionally, during down times, staff would be able to work on projects at MacKay, such as checking inventory, weeding, fixing book labels, etc. There is already a list of 25 projects that staff can work on during quiet times at MacKay.
 2. We would continue to have the Pop-Up Library visit MacKay as weather permits and this would give patrons a browsing experience.
 3. Two staff members can be inside MacKay Library safely if they are socially distanced, wearing masks, and air purifiers are in use.
 4. Becky recommended the following 4-hour shifts for curbside pick-up at MacKay
 - a. Mondays: 1:00 p.m. – 5:00 p.m.
 - b. Wednesdays: 2:00 p.m. – 6:00 p.m.
 - c. Fridays: 9:30 a.m. – 1:30 p.m.
 5. David questioned what type of signage would be used to notify patrons that the Library is not open to the public and solely offering curbside pick-up.
 - a. Becky commented that we could use an A-Frame sign to notify patrons that the Library is open for curbside pick-up only. Becky added that we plan to have the pick-up location on the porch and we can block the entrance door with the pick-up table so that patrons are not able to enter the building.
 - b. Becky added that if patrons contact the Library for assistance, the MacKay staff can bring the patron's items to their vehicle.
 - c. Becky also mentioned that the Library can send emails to patrons who live in North Chelmsford or have the MacKay Library as their default pick-up location notifying them of curbside pick-up starting at MacKay.

IX. Rock Garden Update

- A. Sandie Rainey from Kindness Rocks contacted Becky the day after the July Trustee Meeting to find out the outcome of the discussion about the rock garden and to notify Becky that the group was willing to pay for the material that would be used for the base of the rock garden.
 1. The group recommended changing the base of the rock garden from the existing dirt to stone. They said it would help with drainage since that area can get muddy when there is a lot of rain.
 2. David recommended asking Sandie Rainey to provide us with specific details about the rocks to be purchased, such as the type of rock, the size of it, and depth. Once the Trustees receive those details, they can vote on this request.
 - a. Adam agreed with David's recommendation and said the Trustees should know what type of materials their group plans to use before making a decision on it.
 - b. Becky added that she previously asked Sandie for details about the type of rock they planned to use but did not receive that information from her.
 - c. Adam is going to contact Sandie on behalf of the Board of Library Trustees with an official response that the Trustees want to know specific details about what the group plans to purchase before they will make a decision. Adam will also ask that Sandie let us know at this time if the group is going to have any additional upcoming requests.

X. Mask-wearing Policy Discussion

- A. Becky spoke with Darcy Beall, Town of Chelmsford's Public Health Nurse for guidance on masks mandates since Sue Rosa, Town of Chelmsford Public Health Director is on vacation.
 1. Becky asked what the circumstances would have to be for the Town of Chelmsford to issue a mask mandate on their own without having a State mask mandate issued by Governor Baker.

- a. The response Becky received was that there either had to be hot spots in Town or a high increase in Covid cases in Town.
 - b. Darcy suggested changing the signage in the Library to indicate that mask wearing is strongly advised.
- B. Becky said it would be helpful to have all staff wear masks while in the Library and to have new signage strongly advising both vaccinated and unvaccinated patrons to wear a mask while in the building.
 - 1. David suggested changing the signage to indicate that consistent with the Massachusetts Department of Public Health Guidance, the Library strongly advises both vaccinated and unvaccinated people to wear masks while indoors.
 - 2. Maggie said that the staff would need to lead by example and agreed that the Library should have staff wear masks again while indoors.
 - 3. The Trustees did not issue a mask mandate at this time due to the issues with staff enforcing a mask mandate while dealing with upset/irate patrons.
- C. Becky mentioned that the City of Lowell reinstated a mask mandate within city buildings today and added that other local communities have begun to require mask wearing again.
 - 1. David named a few communities that have instituted a mask mandate and commented that it seems like every day there are more communities issuing mask mandates.

XI. Use of meeting room by the community

- A. Becky commented that the Board of Library Trustees had originally planned to begin allowing Meeting Room Reservations after Labor Day and suggested that the Trustees revisit this topic after Columbus Day. This is due to the uptick in Covid cases which has been linked to the spread of the Delta Variant.
 - 1. Becky said that we have had a few Library sponsored groups meet indoors but that it has been in a bigger space with people wearing masks. We can control the circumstances surrounding Library sponsored meetings but would be unable to do that with outside groups using the meeting rooms.
 - 2. Kevin agreed with Becky's suggestion and added that it is a good assessment.
- B. The Library staff updated the study room usage procedure. The old policy focused on patrons reserving the study rooms in person, whereas the study room reservations are now being done online. Becky added that it is more of a procedure than it is a policy and it has not been a part of our publicized Library policies.
- C. Alan questioned whether the study rooms are disinfected after each use.
 - 1. Becky said that each study room has an air purifier and the study rooms are sprayed with our virex spray.

XII. Letter of No Trespass Update

- A. Becky notified the Trustees that there was a situation that occurred at the Library in which a young man reported to Library staff that another patron had put their arm around him and slapped his butt. The patrons did not know each other.
 - 1. Becky said that the police were contacted and talked to the patron who behaved inappropriately.
 - 2. Based on the information gathered, the Library issued a letter of no trespass to the patron who misbehaved. The patron reporting the incident did not press charges but was relieved that the Library issued the letter of no trespass.
 - 3. The ban is permanent unless the patron that received the letter of no trespass comes to a Trustee meeting to request an appeal of the decision.
 - 4. Becky said that Jen Melanson, Town of Chelmsford Community Services Coordinator was contacted in order to offer support to the patron that reported the incident.

XIII. Wedding Request

- A. Becky received a request from a couple that wanted to have their wedding on the grounds of the Library (the Greenway). The wedding would be on a Saturday in October and they estimated it would probably be 30 minutes with 50 guests.
- B. David is a member of another organization and researched this type of request before. He said many organizations commonly agree to these types of requests but ask for a donation.

1. David said it is usually a voluntary donation, so the people using the land or facility could decide whether or not they want to give a donation. David will send the information he found while researching these types of requests to Becky.
2. Becky said that if they decided to give a donation, we could use it for the upkeep of the Greenway.
3. Cindy recommended notifying the couple that they cannot have alcohol on the premises and also suggested asking them if they are having a formal photographer since staging pictures would take much longer than their anticipated time.
4. Becky will send the couple an email notifying them that the Trustees agreed to their request but with the stipulations that they need to clean up after themselves and cannot leave trash on the greenway and they cannot consume alcohol on the greenway. She will also mention a suggested voluntary donation based on David's research.
5. Kevin also mentioned that it would be nice if the couple shared a picture of their wedding on the Greenway that the Library could post on social media.
6. Becky also mentioned that a couple asked to have a first look wedding reveal at the Library a few years ago and we allowed it since it is a public building. The couple just had to be aware that the Library was open to the public and that patrons might be around the space they were using.

XIV. Chelmsford Art Society Request

- A. Becky said that we have had many Art Receptions over the years and generally the Library has a price list for pictures, which is not advertised. When the Chelmsford Art Society has their artwork displayed, people have had the option to buy things quietly at the Library or buy artwork directly from them.
 1. Becky added that when the Library has an author do a program, they are able to sell their books. Additionally, if we have a musical performance, the musician is able to sell their CDs. The Chelmsford Art Society would like to know if they can sell artwork at their receptions based on the above listed practices.
 2. David mentioned that the Chelmsford Art Society is a 501c3 non-profit group.
 3. David motioned and Maggie seconded the motion to approve the request from the Chelmsford Art Society for 2 specific events on the basis that they are a 501c3 non-profit. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

XV. One Book Nominations

- A. Becky said, as a staff, we want to engage people and plan to give the community a list of four books with topics we have not explored before for One Book and have the community decide what the 2022 One Book will be.
- B. Becky presented the Trustees with the four books that the community will be able to choose from for the 2022 One Book Selection.

XVI. Adjournment

- A. Maggie motioned to adjourn the meeting and it was adjourned at 8:03 p.m.

Respectfully Submitted,
Melissa McCarthy
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