

Chelmsford Public Library Trustee Minutes  
September 8, 2021

**Present:** Library Director, Becky Herrmann, David Braslau, Kevin Hamilton, Jillian Kenny, Maggie Marshall, Adam Schertzer, Phakdey Yous

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

**Absent:** Katy Wood Van Dyne

**I. Meeting called to order by Adam at 7:04 p.m.**

**II. Correspondence**

A. Phakdey reported that the Trustees received multiple copies of the Trustee Pocket Guide.

1. Phakdey also commented that the Trustee Pocket Guide is also available electronically and offered to send the link to the Trustees and Associate Board Members.

**III. Announcements - None**

**IV. Public Comments – None**

**V. Approval of the Consent Agenda**

A. Alan mentioned that his last name was spelled incorrectly in the August 2021 Trustee Meeting Minutes.

1. The following amendment was made to the August 11, 2021 Trustee Meeting Minutes:

- a. Also Present: Change from Alan Hamway to Alan Hamwey

B. Maggie motioned and Jillian seconded the motion to approve the Consent Agenda which includes the amendment to the Minutes. The motion passed with unanimous approval.

C. Maggie commented that she was impressed by all the amazing programs that the Library staff have been planning. Maggie is also impressed with all of the tasks that Mike Harradon and the custodians have been working on. All of this information is contained in the monthly Director's Report.

1. Becky previously was only providing the program updates to the Friends of the Library since they help sponsor many of the programs. Becky started adding the programming notes to the Director's Report so the Trustees could hear about all of the good things occurring at the Library.
2. Phakdey, the Correspondence Secretary, will draft a letter of appreciation for the staff on behalf of the Board of Library Trustees.

D. Becky commented that in the Director's Report she mentioned that the custodial team would be working on the major part of painting the Teen Services area on Saturday, September 18<sup>th</sup> but the date has changed to Saturday, September 11<sup>th</sup>.

E. Becky said that the Teen Services area has not been repainted for 18 years and mentioned that the area is not as teen-oriented as it might be.

1. The custodians have been painting the area the same color as the rest of the building walls for the present moment and Becky has contacted Yetti Frenkel, the artist who created the mural in the Children's Room in 2007, for ideas of what could be done with the circular area.
  - a. The preliminary cost estimate that Becky received from Yetti is a range between \$3,000 - \$5,000 depending on the type of art work done and the supplies needed.
    - 1) Becky suggested using the \$5,000 grant the Library received from DCU towards paying for this. Becky added that it would be a nice gesture to take pictures of the finished area and send them to DCU so that they could see what their donation was used for.
  - b. Becky added that the cost of the mural in 2007 was \$18,500.

- 1) Becky added that the Library's Flickr account contains photos of different stages and the progress of Yetti creating the mural.
- c. Becky was impressed with the Teen Services area at the New York Public Library, which has colorful shapes against a white background. Yetti will come up with some ideas based on this type of background.
- d. Phakdey questioned whether there could be a collaboration with the Chelmsford High School student artists.
  - 1) Becky responded that the current idea under consideration is to have a space above the back shelves in the Teen Services area for art work. Becky mentioned that one possibility was having permanent frames that could open in order to change out the art work. Becky also had positive feedback to share about the quality of the art work that the Chelmsford Public Schools students bring to the Library during their annual art reception.
- e. Becky said that the Library has been pleased with Yetti's work in the past and is looking forward to working with her on this project. Since the cost will be \$10,000, the Library can proceed without soliciting additional quotes for this specialized work. The Youth Services staff and Becky will work with Yetti to come up with some ideas for the area, which Becky hopes to have for the next Trustee meeting.

## **VI. Covid-19 Updates/Mask-wearing etc.**

- A. Becky has a meeting tomorrow with the Town Department Heads.
  1. Becky hopes to get better guidance for vaccinated Town employees with Covid symptoms.
  2. Becky also hopes to discuss the possibility of a mask mandate for all Town municipal public buildings.
    - a. Jillian hopes that there will be a mask mandate initiated. She voiced concern over the increasing Covid numbers.
    - b. Becky noted that the schools have a mask mandate but the Library does not, even though many children visit the Library on a daily basis. Becky added that seniors and children are both vulnerable populations and we have many of both populations spending time at the Library.

## **VII. Trustee Goal Ongoing Discussion**

- A. Kevin noticed that the deadline for Civic Involvement, Goal 3, which is creating an exchange program where various committees are invited to come to us and possibly utilize the CHS Civic Engagement Club to partner with the board, is November 1, 2021.
  1. Kevin suggested reaching out to the Chelmsford High School students by having a zoom meeting which can be displayed on a screen during their class. The purpose is to educate students about local government. It would be an opportunity to learn about Town employees and what they do for the Town.
    - a. Becky commented that it could be done during the day as Kevin suggested but also could be taped so that other people could also view it.
  2. Becky will mention this during the Town Department Head meeting to find out if anyone is interested in helping.
  3. Maggie is willing to help once the zoom meeting has been scheduled.
  4. Becky recommended having Kevin and Maggie moderate the discussion.
- B. Cindy questioned if there has been any progress with Fundraising Goal 2, which involves assigning at least one subcommittee member to become fully trained in the Little Green Light fundraising software.
  1. Jillian has done the online Little Green Light trainings at home and feels prepared to begin using the software.
  2. Becky commented that the purpose for this training is to be able to create a fundraising campaign letter, utilizing the software, which can be sent directly to past donors and tracked.

## **VIII. MacKay Update/Discussion**

- A. Curbside pick-up will begin at the MacKay Branch Library on September 13, 2021.
  - 1. An email was sent out to patrons with a North Chelmsford zip code and to patrons who chose the MacKay branch as their default pick-up location notifying them of this change.
  - 2. The Library's webpage has been updated with the new information.
  - 3. The Library's phone message will be changed to include contacting the MacKay Library once our phone company has reactivated the MacKay phone number.
  - 4. The air purifiers have been delivered and will be moved to the MacKay Library tomorrow.
- B. The Library received a draft proposal for the HVAC installation at MacKay Library from the Engineer that the Town hired to survey the Library.
  - 1. Becky said that the cost estimate for the proposed work should be completed by the end of this week.
  - 2. Becky, Mike Harradon, and David Braslau reviewed the draft proposal and had some concerns which they sent to Melissa Joyce, Town Sustainability Manager and Kathleen Canavan, Town Public Facilities Director today.
  - 3. Becky said that the Library will work with the Select Board and Paul Cohen, Town Manager to apply to use some of the American Rescue Plan funds for the HVAC installation at the MacKay Library once all the details have been agreed upon.

## **IX. Rock Garden Update**

- A. Adam received information from Sandie Rainey about the type of rock they would like to use at the Rock Garden.
  - 1. Adam shared an image of the rock, which is a ¾ inch Eco Stone.
  - 2. David said that it is important that the height of the stones are not too close to the lip of the enclosure to avoid the stone getting into the grass. David suggested having the height of the stone no higher than 1 ½ in. – 2 in. below the rim.
  - 3. Kevin motioned and David seconded the motion to approve the usage of the ¾ inch Eco Stone suggested by Sandie Rainey via email on September 1, 2021, with the limitation that the stone must be 1 ½ in. – 2 in. below the lip of the enclosure. A roll call vote was taken amongst the Trustee Members present and the motion received unanimous approval.

## **X. Follow-up from Fundraising meeting**

- A. Kevin reviewed the main topics discussed during the Fundraising Sub-Committee Meeting on August 23, 2021.
- B. Kevin emailed the Fundraising Sub-Committee meeting minutes to the Trustees and the Associate Board Members yesterday.
- C. Kevin said that the Fundraising Sub-Committee discussed the ideas that the Library staff suggested for the next big idea project. The members of the sub-committee were supposed to pick their top 3 ideas and email them to Becky after the meeting.
  - 1. Becky sent the compilation of staff ideas to the Trustees and Associate Board Members and asked each person to pick their top 3 ideas and to send that information to her via email. Becky will compile everyone's responses.
  - 2. Adam encouraged everyone to contact Becky if they had any new ideas that have not already been suggested or discussed.
- D. Adam questioned what types of things could be done to the area near the wetlands since beautifying the space near the wetlands was an idea discussed during the Fundraising Sub-Committee meeting.
  - 1. David responded that there was a significant amount of work done pulling out the bittersweet and invasive plants when we created the Scoboria Greenway.
  - 2. We had a large volunteer effort from Chelmsford Open Space Stewardship and employees from David's former employer helping remove the bittersweet and invasive plants previously. David recommended using a commercial landscaping company in the future, since he believes it is too big of a job for volunteers to work on.
    - a. Becky will contact Stony Brook Landscaping, the landscaping company that the Library has a contract with, for a quote for cleaning the wetlands area.

- 1) Cindy shared positive feedback about her recent experience working with Stony Brook Landscaping for a project at Grist Mill Chelmsford.
- b. Becky added that the Library has funds in our Grounds Maintenance budget that could be used for this type of project. If we use the Ground Maintenance budget for this project, we could possibly need to use some of our State Aid at the end of the fiscal year to cover other expenses if the project is extremely costly. Becky also commented that the Endowment Fund has not been used much and that it could be used for maintaining the grounds.
3. David estimates that the cost of cleaning out the wetlands will be in the range of \$7,500 - \$10,000.
  - a. Maggie agreed with David's pricing estimate and said that Becky could proceed with this project, if Stony Brook had immediate availability to do the work, only if the pricing was \$5,000 or less. The Trustees would need to further discuss this option if the price is higher than \$5,000.
4. Cindy questioned whether there was something that could be grown in the wetlands that would prevent the invasive plants from continuing to grow.
  - a. David recommended having Becky ask Stony Brook Landscaping if they could recommend anything that could be planted that would prevent the invasive plants from continuing to grow.
  - b. David also questioned whether wood chips could be used as a mulch material to keep the weeds down.

#### **XI. Touring the property of the Main Library and MacKay**

- A. Maggie wanted the new Trustees and Associate Board members to have a chance to walk the property of the Main Library and MacKay and visit both the indoor and outdoor spaces to learn more about the background and changes that have been made. Maggie felt that it must be difficult to make decisions about places that they have not had a chance to see or do not know the history of.
  1. Becky will share a few different dates and times that she is available with everyone and people can reach out to her to schedule a time to come visit both locations.
  2. David offered to tour people around the Greenway and talk about the scope of the work that was done and the history of the area.
    - a. Becky suggested filming David walking around the Greenway discussing the work that was done and sending it to the Trustees and Associate Board members to view.
- B. Alan questioned what he could be involved in and help with as a Prospective Associate Board member.
  1. Alan became an official Associate Board member.
  2. Maggie said that Alan was welcome to participate in discussions, attend walk-throughs and be as involved as he would like to be.

#### **XII. Adjournment**

- A. Maggie motioned to adjourn the meeting and it was adjourned at 8:14 p.m.

Respectfully Submitted,

*Melissa McCarthy*

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