

Chelmsford Public Library Board of Library Trustees
Hybrid Meeting Minutes
January 14, 2026

Board Members Present:

In person: Trustees Deborah Robson, Kathy Fox, Bina Upadhyay, Kevin Hamilton, Adam Schertzer

Absent: David Braslau, Maggie Marshall

Staff Present:

Lesley Kimball, Library Director; Julie Iatron, Assistant Director; Leigh Hilderbrandt, Office Manager

Others Present:

In person - Advisory Board: Josh Wimble, Kranthi Manchikanti, Eric Maase Online: Jeannine Madden

Student representatives: Samhita Badhri & Deepika Bollu

- I. Meeting Called to Order: Kevin called the meeting to order at 7:01 p.m., followed by an announcement that the meeting was being recorded and roll call attendance. Deb read the Land Acknowledgement aloud.
- II. Announcements
 - a. New Assistant Director Julie Iatron introduced herself and provided a brief background about her experience in community engagement, adult literacy, learning to read, English as a second language, and providing services to underserved communities, as well as 12 years as a trustee in Tyngsboro.
 - b. MA Conflict-of-Interest Training is due March 31, 2026.
- III. Correspondence
 - a. Community Read-In volunteers are needed March 2-6; sign up online.
- IV. Consent Agenda: Kathy motioned to approve the consent agenda; Bina seconded. Discussion: Sammy spoke about the Wellness Fair that the library will be participating in. Lesley and Julie will be presenting at the Town's Civics Academy on March 31, providing information about how the library works and ways for the community to get involved. Rollcall vote to approve the agenda was unanimous.
- V. General Public Comment: None
- VI. Old and Ongoing Business
 - a. Projects and goals updates
 - i. The Financial Planning working group is reviewing draft of policy.
 - b. FY27 Budget & Capital Updates
 - i. Documents were submitted to the Town on Sunday; Lesley is meeting with John Sousa and Paul Cohen on Friday; after that, develop the narrative for the presentation in February. The Town is trying to manage and balance the budget, requesting departments to bring a level service budget. We want to continue to maintain a high level of services. Our budget is lean. We're working on updating trend of increases to see where we might take hits on services. No positions will

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be added. There are places where we could make big differences at MacKay and the Pop-Up to extend outreach at MacKay but the full cost of adding staff includes salary, benefits, and retirement, so the reality is no additional staff hours. Internally, we'll use strategic subtraction, evaluating what doesn't need to be done anymore to allow developing other areas.

- c. The "Get to Know You" event is 1/31/26, 4:30ppm. The library will close at 4pm.
- d. Policy discussion: 2.7 Reference Service Policy – There weren't many substantive changes. Reserving an appointment time with a librarian is new. The policies are welcoming, accessible, remove barriers, and help guests use the library effectively. Deb motioned to approve the revised policy; Adam seconded the motion; rollcall vote, all approved.

VII. New Business

- a. Kathy advised that a party to honor Maggie's 30 years of service will be held on March 30, 5-7 pm, and requested that the trustees sign up to provide food. She will need a list of people to invite. Maggie is aware and has saved the date. Also, if anyone has anything to say about Maggie for the Town Newsletter, please send to Lesley. There will be a working group to share ideas with Kathy.
- b. Jeannine and Jill Kenny were on the age friendly TV show to talk about dementia-friendly programming and provide information about technology and support services for seniors. Check the video for details.

- VIII. Adjournment: Next meeting date is February 11, 2026. The meeting adjourned at 7:36 p.m. without objection.

Respectfully submitted,

Leigh Hilderbrandt
Library Office Manager