

**Chelmsford Public Library Board of Library Trustees**  
**Hybrid Meeting Minutes**  
**February 11, 2026**

Board Members Present:

In person: Trustees Deborah Robson, Kathy Fox, Maggie Marshall, David Braslau, Adam Schertzer, Bina Upadhyay, Kevin Hamilton

Staff Present:

Lesley Kimball, Library Director; Leigh Hilderbrandt, Office Manager

Others Present:

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

Student representatives: Samhita Badhri & Deepika Bollu

- I. Meeting Called to Order: Kevin called the meeting to order at 7:04 p.m., followed by an announcement that the meeting was being recorded and roll call attendance. Kathy read the Land Acknowledgement aloud.
- II. Announcements
  - a. One Book 2026 is available, as well as a little note about the author Ben Shattuck, who is coming here on the 16th of April at 6:00 pm in the Grand Alley.
  - b. Reminder to complete MA Conflict-of-Interest Training by March 31, 2026.
- III. Correspondence
  - a. The Health Department called with a request for what they are calling a “Baby Shower” to support mothers in need by setting up collection boxes in town buildings March through May. They would like to place a collection box in the library. They were asked to send the details by email but we haven’t received them yet. Defer discussion and vote until March meeting.
- IV. Consent Agenda: Kathy motioned to approve the consent agenda; David seconded. Discussion: Andrea Grant is retiring. Her last day is March 12, but she will stay on the substitution list and has volunteered to continue to do Bibliobites. Marty Mason is talking with Andrea about a potential party. The trustees decided that they will contribute to a gift card; Leigh will collect the funds through March 1, and Maggie will buy a card and gift card. A point of clarification about the Directors report, in regard to the Digital Equity Grant, CHA stands for the Chelmsford Housing Authority. There was conversation about the tile flooring in all the restrooms in the library; the floors were not sealed properly, so they are stained and cannot be cleaned, despite attempts. We do not have quotes yet for the potential construction in the restroom upstairs. Lesley mentioned that she has not completed the org chart because of the current vacancies. Kevin also asked about whether anyone responded to the child who had written a letter to the library; a few staff members did write back. Rollcall vote on the motion to approve the consent agenda was unanimous, with David and Maggie abstaining because they did not attend the January meeting.

**Chelmsford Public Library Board of Library Trustees**  
**Hybrid Meeting Minutes**  
**February 11, 2026**

- V. Investments & Trust Funds: No updates from Adam. John Sousa did great work to make a recommendation based on the conversation that Adam and Lesley had had with him. There are three things to discuss one at a time and vote on.
  - a. Recommendation #1: transfer 3 smaller trusts from Citizens to Mass Municipal Depository Trust (MMDT). Maggie made the motion that John Sousa transfer the balances of the Aaron George Fund, the George Fund, and the Serlina Richardson Fund from Citizens to MMDT; Bina seconded; rollcall vote approved the motion.
  - b. Recommendation #2: Restore the Amos Adams Fund to \$10,000 by closing out the proctor and Clements Funds and transferring their funds to the Amos Adams fund, and if acceptable to the trustees, transfer additional funds from the Endowment Fund at Citizens to the Amos Adams to finish restoring it to \$10,000. Once restored, the Amos Adams fund can be transferred to MMDT. Discussion ensued about the account restrictions: restricted use for the care and preservation of the grounds, with a restriction to spending the income only. Unsure about an account minimum, David will research the historical documents for additional details. Vote deferred to March.
  - c. Recommendation #3: Transfer \$150,000 from the Endowment Fund currently at Citizens Bank into a new Library Endowment CD at Lowel Five for 15 or 35 months at 3.5 APY. After discussion about the amount of time, the trustees decided to choose 35 months. Maggie motioned to move \$150,000 from Citizens to Lowel Five for 35 months; Deb seconded the motion; rollcall vote all in favor. The trustees would like John's recommendation about the remaining approx. \$32,000 in the Endowment account
- VI. General Public Comment: None
- VII. Old and Ongoing Business
  - a. Projects and goals updates: no discussion
  - b. FY27 Budget & Capital Updates
    - i. the Town Manager's report was submitted Monday night. We'll be meeting in February or May. We'll vote for Sundays in May, following the spring Town Meeting after we know what the Town approves.
- VIII. New Business
  - a. Staff Day proposed date 6/11/26. The library will open at 3pm. Maggie motioned to approve the Staff Day; Adam seconded; rollcall vote was unanimous.
  - b. Policy distribution for review: Art Exhibit Policy – Jeff Hartman and Julie Iatron worked on the updates, what we provide, clean-up, etc. Discuss next month.
  - c. Annual calendar updates: moved to March.
- IX. Adjournment: Next meeting date is March 11, 2026. The meeting adjourned at 7:58 p.m. without objection.

**Chelmsford Public Library Board of Library Trustees  
Hybrid Meeting Minutes  
February 11, 2026**

Respectfully submitted,  
Leigh Hilderbrandt  
Library Office Manager