

Board of Library Trustees  
Meeting Minutes 07-10-2017

**Attendees:**

Toni Gildone, Children's Librarian    Phyllis Hayward, Treasurer  
Megan Campbell, Co-Chair  
Sarah Caouette, Secretary  
Elizabeth Morrison, Library Director

Megan brought the meeting to order at 7:10 pm on July 10, 2017 and asked if there were any adjustments to the agenda. **Moved to approve June 2017 minutes, and it was seconded.**

**Adjustments-**

- Discuss a standing order for Jane to sign payroll so that a board member doesn't have to sign off every time a paycheck is issued

**Treasurer's Report-**

Phyllis deposited check from the book sale. The sale brought in just over \$1,000.  
**Board moved to accept the treasurer's report, and it was seconded.**

**Librarian's Report-**

On July 27th there is an appointment scheduled with Total Climate control to discuss air-conditioning systems for the library.

Elizabeth expected the patron traffic and circ to go down during the bridge closure, however to her surprise, it went up (755 in June to 821 in July).

It has been brought to Elizabeth's attention the concern of computer privacy, and opened the conversation to suggestions on how the library could accommodate those who would like to have more privacy at the computer stations. Library board agreed to brainstorm more.

It was also brought to Elizabeth's attention that the walls where the art exhibits are displayed are in need of some touch-up paint. Sarah offered to help with paint touch-up between exhibits (the current exhibit and the next exhibit to be hung).

Other thoughts: Book Drop re-design... (Sarah will discuss with Susan and Nick)

Elizabeth and Toni are throwing around dates for a movie night and the showing of “La La Land”. Elizabeth suggested Friday, July 28th, however Toni won’t be available to help with programming that night. Ladies decided to discuss further.

### **Update on Friends of Chelsea Library-**

Next “Friends” meeting: Thursday, July 13th. The group is planning to draft a mission statement and by-laws. May have to elect another Treasurer. Toni and Megan would like to start thinking about the paperwork required to create a separate tax ID.

### **“Housekeeping” cntd..-**

Board agreed to follow-up and reiterate that a time card and contract must be completed to ensure due diligence with personnel.

### **CPL Policy-**

Tabled until all acting members are available in the fall, to vote on a final draft.

While on the topic, Megan brought to the attention of the board that there should be a system in place for filing insurance, inventory and personnel contracts/documents. Will continue this discussion.

**Meeting adjourned @ 7:00pm**