

Board of Library Trustees

Meeting Minutes 1-07-18

Susan Morse, Chair

Sarah Caouette, Secretary

Elizabeth Morrison, Library Director

Phyllis Hayward, Treasurer

Megan Campbell

Mark Lembke

Howard Dindo, (American Legion)

Dana Peterson, (American Legion)

Meeting was brought to order at 6:00 pm. **Motion was made and passed to approve December's minutes.**

**Public Presentations:** Howard Dindo and Dana Peterson, from the local chapter of American Legion, attended this meeting to discuss options and present their position to the board, regarding the recent scheduling conflicts which have initiated an overall review of the library's group meeting/scheduling policies. They shared,

- That the handicap accessibility of the library is important for their group to remain inclusive
- Their chapter is the regional post, accessed by members from Chelsea and surrounding towns. The Chelsea Library is attractive as a meeting space, because of where it is located geographically.
- 8-12 members are typically in attendance at their meetings once a month
- They are looking for consistency so that their members can count on their meetings. They would like to secure the last Tuesday of each month.
- They would be willing to coordinate and communicate with other groups, if for some reason they cancel or reschedule a meeting, so that others can use the space.

The Board's response:

- S.M. stated it would be ideal for the board to be able to accommodate all community groups, and that we are trying to figure out a fair and equitable system that keeps the library and its services available to as many community groups as possible.
- M.C. explained that the board would be reviewing our current scheduling policy and making necessary adjustments that take into account access to the library and its services by groups- whether this is on a first-come-first-serve basis, or if there should be an order system/priority given when reviewing requests for scheduling. The board would inform the community of these changes.

### **Treasurer's Report**

The Board reviewed the latest budget report prepared by Phyllis Hayward that will be submitted to the Town for the Annual Report. The Board reviewed specific line items; Professional Training and Payroll, as well as the Technology Expense (M.L. asked E.M. & P.H. if this line item was on target for our coming year- how updated our tech was, and if E.M. foresees any specific spending needs). Board noted specific adjustments- Tech Expense and Program Expense.

P.H. announced the Town is going with a new system to track their finances/budgets. It will be a transition for the Town to move to this new system, so P.H. would like to update Quickbooks, so she can continue to keep track of the libraries budget in the meantime. Town would be responsible for payroll and other check writing. **Motion was made and passed to update Quickbooks. Treasurer's Report approved.**

### **Librarian's Report-**

- Even patron visits were down in December, they were up in comparison to 2017.
- E.M. also provided statistics for the year (2018)- overall patron visits and circs were up compared to previous years
- E.M. gave brief updates regarding the most recent events that took place at the library; and what we can look forward to in the coming weeks, including the first Chelsea Art Walk and the Author Talk Series

- Ashley Jamele and E.M. are creating a new reading challenge, and working on other programming for the youth demographic, including a toddler yoga storytime
- Lots of book donations have come in. - Board offered to have a morning of book sorting, Feb. 9th 9am-11am

**Librarian's Report approved.**

**Other Business-**

- Board reviewed the Use of the Library as a Meeting Space Policy and chose to further define which groups are given priority for scheduling, as well as the protocol for a group to submit a reservation request. The Board agreed on the policy additions; that a group may not reserve the library more than twice a month in advance. However, if the library is not reserved for a specific day and time, and if it does not conflict with another group's reservation, the group may meet more frequently. Also, all group meetings scheduled in the library must be open to the public.
  - S.M. will make adjustments and share new draft with the Board
  - E.M. will share updates with regular groups that meet in library
- Board approved the new logo designed by S.C. S.C. will make necessary updates/adjustments if needed.
- Board discussed Book Club. M.C. would bring up again at Friends meeting to see if there was anyone interested in heading a book club up. Board would like to see this happen in near future and would support anyone willing to take this role on.

**Meeting concluded**