

## **CHELSEA BOARD OF LIBRARY TRUSTEES**

### **October 11, 2021**

Attendance: Jess Anderson, Veronica Golden, Suzanne Turner, Megan Campbell, Mark Lembke, Phyllis Hayward

- 1) Call to Order- 6:04
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda - none
- 4) Approval of the Minutes - motion made by Megan and seconded by Mark to approve the minutes from the September Trustee meeting
- 5) Treasurer's Report - Phyllis gave an update on the state of the budget. Mark made a motion to approve the treasures report, Suzanne seconded the motion.
  - a. Phyllis let us know that we are due to present our budget to the selectboard soon.
- 6) Librarian's Report
  - a. Veronica went over the patrons visits and circulation numbers for September
  - b. We will be receiving new books soon
  - c. Veronica has been running reports through Koha to identify holes in our collection and items that need to be weeded
  - d. Cathrine Freese has agreed to assist with weeding in the children's section
  - e. Veronica shared goals: (1) gathering better statistics about how patrons are using the library and what materials they are checking out (2) community needs assessment (3) revisit and revise the strategic plan (4) thinking about how the collection is organized and shelved
  - f. Question about how we handle larger purchases. Going forward we will add an equipment line to our budget.
    - i. Motion made by Mark and seconded by Megan to purchase a new shelving cart for the library, cost estimated to be approx \$400.

## 7) Old Business

- a. Sub Recognition - We are ready to send out cards to recognize our summer subs
- b. Harmonizing Library and Selectboard Policies - Megan is in contact with Lavar about this and will continue to be the point person
- c. Restarting Library Friends - Suzanne reached out to former members of the Friends of Chelsea Library to gauge interest. Veronica is going to reach out to her contact to think about how we can engage and educate potential Friends members

## 8) New Business

- a. Tech Grants - Veronica presented an updated budget for the ALA LTC Tech grant. Discussed and made some adjustments. Motion made, by Megan and seconded by Mark to approve the proposed budget with the following notes:
  - i. Keep in the budget: chromebooks, cases, new desktop computer, possibly a Zoom membership, security software for 20 devices, 3 additional Aimesh routers
  - ii. Remove the outdoor furniture and canopy items from the budget
  - iii. The Trustee give discretion to the librarian to purchase cricut machine (with accessories) and possibly a button maker.
- b. Summer Reading Grant - Veronica completed this
- c. Holiday Book Sale - November 13th from 9-3 during the holiday market
- d. Annual Appeal - Megan is willing to write a first draft of the letter
- e. Winter Programming
  - i. Book club
  - ii. Knitting circle
  - iii. Suzanne is making progress on getting an art exhibit onto the walls
- f. Budget Information for the Town Report
  - i. Phyllis will find time to meet with Veronica and begin working on next year's budget

## 9) Adjourn - 7:48pm

- 10) Future Meetings:
- a. November 8, 2021
  - b. December 13, 2021
  - c. January 10, 2022