

Board of Library Trustees
Meeting Minutes 10-9-17

Attendees:

Susan Morse, Chair
Phyllis Hayward, Treasurer
Megan Campbell, Co-Chair
Sarah Caouette, Secretary
Mark Lembke, Chair-at-Large
Elizabeth Morrison, Library Director
Carol Hendrickson, Art Curator (@ 7pm)
Leo Connolly, Edward Jones Consultant

Meeting was brought to order at 6:00 pm on October 9, 2017. **Moved to approve September 2017 minutes, and it was seconded.**

Adjustments: Carol H. will attend meeting at 7pm to discuss the upcoming open house and the drafted contract. Board discussed beforehand and with Carol:

- A waiver for damages
- Providing a price sheet to Elizabeth or leaving contact information for the artist if patrons are interested in purchasing works. All sales will be handed directly with the artist.
- No commission if paintings are sold, but donations will be accepted
- None of the art will be labeled with pricing information
- Drafting a job description of what the curator position entails

Leo Connolly from Edward Jones and the Board went over some of the past investments that were made by previous trustees or on behalf of the Chelsea Public Library. Connolly gave a quick tutorial on mutual funds and “junk bonds”. Some of the funds/investments that were covered were:

- The Batty Fund (Morning Star/Mainstay)
- The Roberts Fund (BOA)

Board is looking to understand their present options, as they get their accounting in order.

No motions were made

Treasurer's Report approved

Board discussed the programming budget for next year and whether it should be increased. Also on the table, having separate budgets for adult and children's programming. Elizabeth and Susan will be working together on lining up events for next year's adult programming.

Librarian's Report Approved

- The blackboard has arrived!! The library will now be able to display all upcoming events.
- Elizabeth shared some website samples she was considering to update the library's site

Megan shared an update on the paperwork process for the Friend's group (to gain Non-profit status). They are currently finishing up the sections for the EIN, the articles of incorporation and the bylaws.

More updates...

Holiday Market: Library will submit the application and Toni will organize the Friend's group

Discussion regarding whether Elizabeth should sign up for Amazon Prime (\$99/year= free shipping). Because she uses the site regularly for ordering materials for the library, the board agreed this would make the most sense. **Motion was made and it was approved**

Susan will draft up the Annual Appeal letter for the next meeting (November)

A subcommittee of Susan and Phyllis will work on preparing the budget and updating the mailing list.

Meeting adjourned @ 8:17