

CHELSEA BOARD OF LIBRARY TRUSTEES

October 12, 2020 at 6:00 P.M.

Attendance: Phyllis Hayward, Megan Campbell, Jessica Anderson, Elizabeth Morrison, Mark Lembke, Suzanne Turner

- 1) Call to Order - 6:06
- 2) Public Presentation and Comments- none
- 3) Adjustments to the Agenda
 - a. Tree in front of the library (add to new business)
 - b. DRB request (add to new business)
- 4) Reports
 - a. Action: Approval of Minutes for September- motion made and seconded to accept the minutes
 - b. Action: Approval Treasurer's Report
 - i. We made \$585 at the September book sale
 - ii. Motion made and accepted to accept the treasurer's report
 - c. Librarian Report
 - i. We received the currier grant, unsure about the total amount received
 - ii. Patron traffic at the window has been steady from last month to this month
 - iii. circulation (books and other media) has gone up
 - iv. As part of the CLiF grant received by the CPS, the public library has received \$1,000 to spend on books
 - v. Elizabeth is signed up for the Red Clover Conference
 - vi. Elizabeth is putting together Halloween bags for kids to pick up
 - vii. Elizabeth is researching other grants to apply for through the ALA
 - viii. Motion made and seconded to accept the librarian's report
- 5) Old Business
 - a. Book Sale Fundraising Recap- We made around \$300 at the Holiday Farmers Market book sale.
 - b. Browsing by Appointment- we will continue to brainstorm how to keep

some type of window service open once the weather turns colder

- c. Elizabeth's scheduling will be changing to reflect current library usage trends. Traffic has been very slow on Saturdays. We will try 2 Saturdays a month for now and check in on how that is going.
 - d. We will plan to meet in person in the library next month. We will set up a zoom or call in option for any members of the public that would like to attend
 - e. New Board Member Search- Suzanne Turner has accepted the open trustee position. We will look into the bylaws to clarify how many board members we are actually allowed to have. Some question about adding additional members if we have more interest
- 6) New Business
- a. Annual Appeal- we discussed what action steps we need to take to get the annual appeal process underway, we usually send out our letter the 2nd week in Nov. We will put together a committee to work on the annual appeal. We authorize the committee to make a decision on who to send the letter to this year. Suzanne and Megan expressed willingness to be on the committee
 - b. Library Planning for Cold Weather Months- we discuss ideas about how best to serve the public once the weather turns colder. We will continue to brainstorm and will revisit at our next meeting
 - c. Virtual Programming/Community Engagement (didn't discuss)
 - d. The tree(s) in front of the library needs to be removed per the power company. Elizabeth will be part of the discussion to replace the tree.
 - e. DRB meeting in the library- At this time we are not going to open the space for other groups to meet. We will continue to access this policy
- 7) Adjourn- 6:56pm
- 8) Future Meetings:
- a. November 9, 2020
 - b. December 14, 2020
 - c. January 11, 2020