

# CHELSEA BOARD OF LIBRARY TRUSTEES

November 8, 2021 at 6:00 P.M.

Meeting via Zoom

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

- 1) Call to Order - 6:08pm
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda
- 4) Approval of the Minutes for the October Trustee Meeting - motion made by Phyllis and seconded by Megan to approve the meeting minutes from the October trustees meeting
- 5) Treasurer's Report
  - a. Phyllis gave an update on the state of the budget
  - b. Motion made by Megan and seconded by Suzanne to approve the treasurer's report
- 6) Librarian's Report
  - a. Veronica reviewed the general data for the month
  - b. A puzzle collection has been added to the collection and is in circulation!
  - c. Discussed moving certain collections around (YA and graphic novels), trustees support Veronica's ideas for reorganizing and highlighting different collections
  - d. Programming - lots of interest in the programming that has occurred so far.
  - e. Motion made by Megan and seconded by Mark to approve the librarian's report
- 7) Old Business
  - a. Budget Information for the Town Report
    - i. Phyllis went over the budget as proposed thus far
    - ii. Discussed adding a line item for equipment
    - iii. Mark is going to follow up on adding dividers to upper shelves

- iv. Motion made by Megan to approve the budget as written with the understanding that a \$400 line item for equipment expenses will be added; the \$400 will come from the repairs and maintenance budget, small amounts may also be taken from other line items

- b. Holiday Book Sale

- i. Discussed logistics for the upcoming holiday book sale

- c. Annual Appeal Letter - reviewed the first draft of the annual appeal letter. Suggestions for edits will be sent to Megan. When a final draft is ready it will be sent to Phyllis for copying. Phyllis will let us know when the copies are back from the printers and ready to be stuffed

- d. Restarting Library Friends - will have a sign up sheet at the Holiday market to gather contact information for community members who might be interested in being a Friend of the library in the future. Suzanne will make that sign up sheet

- i. Will revisit the Friends discussion in the future

- e. Harmonizing Library and Selectboard Policies

- i. Discussions continue and will continue into the future.

## 8) New Business

- a. Art in the Library, and related budgeting - Suzanne has been working, with the help of Julia, to come up with a plan for hanging the drawings that we have for an exhibit. Suzanne purchased some materials that will be helpful to hang artwork going forward

- b. VLA Training Recap

- i. Discussed the need to review policies on a yearly basis and ways we might want to do this going forward. Will add this as an agenda item to December's meeting to continue this discussion

- c. One card participation agreement- We moved to support continuing with this program

## 9) Adjourn- 7:29pm

## 10) Future Meetings:

- a. December 13, 2021

- b. January 10, 2022

c. February 8, 2022

The Library welcomes public participation at all Trustee meetings. Meetings are accessible via Zoom. Please contact [meganbrehaut@gmail.com](mailto:meganbrehaut@gmail.com) for connection info.