

# **CHELSEA BOARD OF LIBRARY TRUSTEES MEETING MINUTES**

Emergency Meeting Monday, November 23, 2020 at 5:00 P.M.  
Via Zoom Conferencing

**Attendance:** Megan Campbell, Jessica Anderson, Elizabeth Morrison, Suzanne Turner

- 1) Call to Order - 5:06pm
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda - none
- 4) Emergency Business
  - a. **COVID Safety Precaution Changes, pick up window and curbside pick up-**
    - i. We discussed current trends and safety concerns. We feel that it is important to shift to contactless services soon rather than later. We also recognize that window service was going to need to end soon due to weather and snow concerns.
    - ii. A motion was made and seconded to discontinue window service beginning after Thanksgiving (possibly earlier if needed). Elizabeth will advertise this switch and our new computer lending program.
  - b. **Computer Lending Program -**
    - i. We have 3 Chromebooks that we can lend to patrons
    - ii. Elizabeth shared a draft usage agreement. After discussing the document, Elizabeth will update the usage agreement to reflect our discussion. Elizabeth will continue to offer printing services, as this has been a popular request. Printed materials will be placed in the curbside bin, same as all other library materials
    - iii. Laptops will begin circulating after cases arrive, should be sometime next week.
    - iv. We discussed new ideas for connecting to patrons and advertising books, ie. zoom meetings, using Facebook live, recording "book talks". Elizabeth will continue to brainstorm, experiment, and to collect feedback from patrons.

5) Adjourn- 6:00

6) Future Meetings:

- a. December 14, 2020
- b. January 11, 2021
- c. February 8, 2021

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.