

CHELSEA BOARD OF LIBRARY TRUSTEES  
November 9, 2020 at 6:00 P.M.

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

- 1) Call to Order - 6:04
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda
- 4) Reports
  - a. Action: Approval of Minutes for October. Motion made and accepted to approve the minutes from October
  - b. Phyllis walked us through the budget as it currently stands. We discussed anticipated budgeting for next year. Motion made and accepted to approve the treasurer's report.
  - c. Librarians Report
    - i. Children's programming took place last week on the common. It was well attended and appreciated
    - ii. CLiF representative brought \$1,000 worth of new children's books to donate to the library. Elizabeth is working on getting those cataloged so they can be checked out
    - iii. Halloween treat bags were all handed out either at the library or at the Trunk or Treat event
    - iv. Elizabeth applied for a grant to receive an air purifier
    - v. Elizabeth has been looking into other grant options. Suzanne will assist Elizabeth with specific grants
    - vi. We will discuss loaning out Chromebooks at our next meeting. Elizabeth will look into language and documents that may assist us
- 5) Motion made and accepted to enter executive session to discuss a personnel matter. Executive session entered at 6:24. Executive session ended at 6:36.
  - a. Motion made and accepted to increase cleaning salary from \$13.00 to \$13.50 an hour.

- b. In an effort to ensure the library is being adequately cleaned Elizabeth will revisit and share the formerly used cleaning checklist with cleaning staff

## 6) Old Business

- a. COVID Planning for the Winter Months -
  - i. Once the weather turns more wintry window service will need to end.
  - ii. For now we will continue to offer browsing by appointment.
  - iii. Megan has authority to close immediately for browsing if needed, based on COVID numbers in the community.
  - iv. Elizabeth will continue to quarantine books for 3 days after they are returned
- b. Annual Appeal
  - i. We anticipate sending out around 300 appeals this year
  - ii. Jess will look into thank you notes options
  - iii. Megan contacted Copy World to get a quote, she is working to get them the additional information they need
- c. Librarian Salary Discussion - Discussed various ways to make sure that Elizabeth receives a raise for this year. Phyllis will continue to work with the budget and share more information and options with Megan.

## 7) New Business

- a. At our December meeting, we will discuss closing for in-person browsing around the holidays. We will remain closed the Friday after Thanksgiving.
- b. Winter Talk Series - We would like to offer some virtual programming throughout the winter. Elizabeth is going to look into options. We will discuss options further at our next meeting.
- c. Online Book Group - Elizabeth has reached out to patrons, through the newsletter to gauge interest in participating in a book club. She has received some interest and will pursue this idea
- d. Children's Winter Programming - Elizabeth will continue to think about options and will brainstorm ideas with Suzanne. We will aim to offer a program before the holidays, maybe something connected to the winter solstice

8) Adjourn- time?

9) 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.