

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Minutes for:

December 14, 2020 at 6:00 P.M.

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

- 1) Call to Order - 6:03pm
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda - none
- 4) Reports
 - a. Meeting Minutes: motion made and accepted to approve the minutes from the 2 meetings we had in November
 - b. Treasurer's Report:
 - i. Went through our current budget and the proposed budget for 2021
 - ii. Will check in with the selectboard about bulk rate mailing and see if this is an option
 - iii. Motion made and accepted to approve the treasurer's report
 - c. Librarian's Report
 - i. Total patrons in November- 269, it's difficult to keep an accurate count of patrons during this time due to the variety of ways people are contacting the library and requesting materials
 - ii. Book circulation has been up this month, we received many new books this month that have been popular
 - iii. Elizabeth is considering teaming with the Tunbridge library to host a book discussion in January
 - iv. Elizabeth has been looking into grant opportunities and has plans to apply for some grants in the near future
 - v. Motion made and seconded to accept the librarian's report
- 5) Old Business
 - a. Curbside pickup- Curbside pick up has been going well and has

been busy

- b. Annual Appeal - Discussed ideas to boost participation in the annual appeal. Elizabeth will email a newsletter to patrons that are signed up to receive it to let them know that the annual appeal is happening now.
- c. Chromeback Lending - motion and made seconded to accept the Chromebook Loan Policy
- d. Librarian Salary Discussion - entered executive session at 7:00. Exited executive session at 7:16. Actions taken: (1) approved to retroactively pay Elizabeth for time taken earlier in the fall to quarantine after returning from travel, this will help to use the vacation hours that Elizabeth has remaining and needs to use in this calendar year (2) approved a salary increase for Library Director. This will keep Elizabeth's salary at the same level while reducing her schedule by 8 hours per month. We will revisit the directors salary at her annual review in June. The trustees want to note their appreciation for Elizabeth's hard work, initiative and leadership (3) approved the giving of Holiday bonuses for library employees
- e. Cleaning - cleaning has been going well with new checklist procedure that is in place

6) New Business

- a. Library/Historical Society Project - Elizabeth has been collaborating with the historical society and Kate McLean (selectboard member) on a project to archive people's experience during this time. Elizabeth will help to gather and archive submissions. More information to come in the future
- b. Winter Talk Series- At this point it seems difficult to host/plan a quality winter walk series. We discussed holding off on events until they can happen in some format in person. If Elizabeth hears that patrons/ community members would like to see events happening throughout this winter then we will check back in to discuss further.
- c. Online Book Group - Elizabeth is considering teaming with the Tunbridge library to host a book discussion in January.

7) Adjourn - 7:20

8) Future Meetings:

- a. January 11, 2021
- b. February 8, 2021
- c. March 8, 2021

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