

Meeting Minutes- January 10, 2022

CHELSEA BOARD OF LIBRARY TRUSTEES

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

- 1) Call to Order- 6:00
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda
- 4) Approval of the Minutes for the December Special Trustee Meeting
 - a. Motion made by Megan and seconded by Phyllis to approve the meeting minutes from the December special trustees meeting
- 5) Treasurer's Report
 - a. Phyllis gave an overview/ update of the current state of our budget (expenses, annual appeal, salary)
 - b. Budget for next year has been submitted to the selectboard
 - c. Motion made Megan and seconded by Mark to approve the treasurer's report
- 6) Librarian's Report
 - a. Reviewed recent circulation numbers
 - b. Programming is being moved virtually (knitting circle and D&D club)
 - c. Library balcony clean out went really well. Thank you to all of the folks who showed up to help take garbage to the dump!
 - d. Tech grant -
 - i. Phyllis is going to give the estimate to the selectboard and to invite that they submit any questions they might have
 - ii. Veronica will look at schedule and invite Derrik to the meeting if necessary
 - iii. Grant deadline is February 28th
 - iv. Discussed how to handle emergency closings (illness, weather). Veronica will make flyers to post in the event of closure.
 - v. Collections budget- motion made by Megan and seconded by Suzanne to grant Veronica permission to change budget allotments to better reflect borrowing trends over the past 3-5 years
- 7) Library COVID Safety Planning and Contingency Planning if the

Library is Closed for Browsing

- a. Discussed safety concerns and potential plans
 - b. Motion made by Megan and seconded by Mark that in an emergency circumstance, concerning safety, the director, in conjunction with the chair (or another trustee) has the authority to close the library until an emergency meeting can be called. Emergency meeting will be called as soon as possible
 - c. Motion made by Mark and seconded by Suzanne to limit the number of people in the library to five or a family group.
Veronica can rescind this rule when she deems it appropriate
- 8) Increasing Accessibility and Community Outreach (move to next month)
 - 9) Thank-you notes (move to next month)
 - 10) Google meets. Discussed how this platform is working for us. Will do a little more research and get something in place before our next meeting.
 - 11) Restarting the Library Friends Group (move to next month)
 - 12) Library's Computer Usage Policy (move to next month)

11) Adjourn- 7:00pm

12) Future Meetings:

- a. February 8, 2022
- b. March 8, 2022
- c. April 11, 2022