

Board of Library Trustees
Meeting Minutes 2-22-2017

Attendees:

Susan Morse, Chair	Phyllis Hayward, Treasurer
Mark Lembke, Chair at Large	Sarah Caouette, Secretary

(This was a rescheduled meeting)

Susan brought the meeting to order at 6:05 pm on (Tuesday) February 22, 2017 and asked if there were any adjustments that needed to be made to the agenda. Mark added time to discuss the website. **Moved to approve January 2017 minutes, and it was seconded.**

Librarian's Report-

Tabled until Virgil can be present.

Treasurer's Report-

Phyllis went over the general fundraising numbers for the Flea Market/book sale. Phyllis also had a question about supplies this month being slightly higher than usual. She brought up expense receipts from Staples in QuickBooks. She also wondered about the Tech. line item of \$297. Said she would have Virgil remind her of what this was for. Sarah submitted a Staples receipt to Phyllis in the amount of \$95.48 for reimbursement. This purchase was for 'thank you' card supplies for the library. **Treasurer's Report was approved, and seconded.**

Book Sale-

Discussion about what the library was taking for book donations. Board members are willing to sort boxes again, if it means stocking up for the Flea Market. Suggestion was made to put a post on Front Porch Forum, requesting any and all books. **No action taken**

Tech Help-

Discussion about whether Virgil was still interested in possibly doing "Tech Help" Fridays. Board is curious about the results from the survey that was conducted among patrons to see if this is something that would be of interest to them. Mark mentioned this is a patron perk at the Randolph Library, and offered to look into the details more. **No action taken**

Prepping for Town Meeting-

Susan said that she would meet with Virgil to prepare for Town Meeting Day, and to go over the budget.

Board chose to table any further discussions/decisions on the “Friends of Chelsea” topic until after Town Meeting Day. They also chose to table any further discussions/decisions on the Charitable Fund donation until after Town Meeting Day.

Donations for Annual Appeal-

To date, \$5,705 has been brought in for 2017.

Prior years,

2016 \$6,914

2015 \$5,965

2014 \$6.....

Board is curious about how up-to-date the addresses are when comparing the library database and the Grand List, and if they should be following up with returned appeal letters (and making sure those updates are made). **No action taken**

Website-

Mark brought up trying to navigate to the website calendar. Board discussed using the calendar more to promote upcoming events. Board wondered if there is a more intuitive way of displaying events and the calendar. Susan said she would talk to Virgil about such possibilities. **No action taken**

Meeting closed at 8:00 pm