

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Minutes for:
Monday, February 8, 2021 at 6:00 P.M.
Via Zoom

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

- 1) Call to Order - 6:02
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda - add request from Selectboard (will address in new business)
- 4) Reports
 - a. Motion made and seconded to approve the minutes for January
 - b. Motion made and seconded to approve the treasures report
 - c. Librarian Report
 - i. Circulation and patron numbers have stayed steady from last month
 - ii. Chromebook lending is going well. We've had consistent requests for use. Computers are being well maintained while on loan.
 - iii. Wireless extender has been installed
 - iv. Elizabeth gave an update on grants (more details below)
 - v. Elizabeth has prepared Valentines activity bags for kids to pick up
 - vi. Discussed options for virtual events. Consensus is that we'd like to see the COVID-19 virtual story telling project progress. Elizabeth will check in with Kate Mclean to see where this project stands
 - vii. The shelf in the book return box has been causing books to get stuck. It would be helpful if the shelf is removed. Mark is going to check out the project and make a plan to remove the shelf.
 - viii. Discussed reopening the pick up window once the weather improves (no more snow falling off the roof). Will check in at the next meeting about reinstating appointments for browsing.

ix. Motion made and seconded to accept the librarians report

5) Old Business

- a. Wireless Extension - Installed on 2/8/21
- b. ALA Technology Grant- Aiming to hold a community conversation sometime in May. Goal is to engage community in brainstorming ways the grant money should be spent

6) New Business

- a. Select board has requested to use the library space (addition to the agenda). Elizabeth explained that the library space would be beneficial for the selectboard to use (heat, internet). We discussed that we want the selectboard to be able to use the space. We will ask the selectboard to provide us with a plan for cleaning the space after meetings, and also ask them to comply with the governor's orders while in the space. Mark will contact the state to determine how many people are allowed to be in the library meeting space at one time.
- b. Providing Tax Forms to Patrons - We have provided this service to the community in the past. We want to continue to help people get the forms they need this year. Discussed options for making forms easy to access. Mark is going to look at the space in the vestibule to see where we might be able to find (or construct) a space to keep forms outside to make it easy for patrons to pick up any time of the day. Once the form pick-up area is ready we will advertise to let people know.
- c. VCF Connectivity Grant - will discuss further at future meeting when we have more details

7) Adjourn - 6:51

8) Future Meetings:

- a. March 8, 2021
- b. April 12, 2021
- c. May 10, 2021

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