

# **CHELSEA BOARD OF LIBRARY TRUSTEES**

Meeting Minutes for:  
Monday, April 12, 2021 at 6:00 P.M.

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

- 1) Call to Order - 6:13pm
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda - none
- 4) Reports:
  - a. Motion made and seconded to accept the minutes from March meeting
  - b. Librarians Report-
    - i. Total circulation for the month is up compared to the same time in past years
    - ii. Generation Connect Book Club is happening in collaboration with the Tunbridge Public Library. Participants will receive a book and the supplies to participate in a virtual calligraphy lesson.
    - iii. COVID Community Archiving Project- Elizabeth has been advertising with Kate MacLean that we are collecting submissions. Discussed ways to engage more people, maybe offer concrete examples of types work that people may submit
    - iv. Once the weather is warmer Elizabeth is hoping to offer an outdoor storyhour, maybe 10 AM on Thursdays
    - v. Annual appeal was successful, online donation portal worked well
    - vi. Motion made and seconded to accepted the librarians report
  - c. Treasurers Report-
    - i. Income and expenses are on track for this point in the year
    - ii. Motion made and seconded to accept the treasurers report
- 5) Old Business

- a. COVID Planning, Mask Rules
  - i. Starting May 3rd the library will be open for browsing from 4-6 PM and for appointments from 1-4 PM. Elizabeth has authority to adjust the hours as she see fit.
  - ii. In accordance with state guidelines the trustee mandate mask wearing for all visits to the library regardless of their location (indoors or window). Elizabeth will increase signage to make sure this is clear to visitors of the library
  - iii. Quarantining guidelines for books/materials are evolving and under discussion. Elizabeth is staying current and following reccomendations
  - iv. Window cleaning- Phyllis will check with Karen to see if there is a plan to have the windows in the town hall cleaned. The exterior of the library windows needs to be cleaned. Maybe we can coordinate this with the cleaning of the other windows in the building
- b. Tech Grants- Elizabeth is planning 2 in-person 'cafes' to gather feedback from the community on how to spend the funds from the grant. Brainstormed ways we can gather feedback electorincally, i.e email a survey, add information to website and ask people to email thoughts. Also discussed calling patrons to give them the information about the 'cafes' and invite them to attend. Looking at May 19th and 20th, one morning session and one afternoon/evening session.
- c. Summer Reading and Staffing during the Farmers Market
  - i. Elizabeth is waiting to hear back from the Farmers Market to see if we can have a booth this year. Thinking about ideas for this year: to go craft bags, petting zoo (to tie in the the Tales and Tails theme). We will hire a substitute to cover the library for the time that Elizabeth is at the market

## 6) New Business

- a. Plant Sale- May 8th from 9-1. Phyllis will go to the nursery to choose the plants we want the day before the sale (100 plants). We will figure out times to sign up to help out throughout the day. Discussed holding a books sale at the same time.
- b. Book Sale (July 10th)- Elizabeth will talk to Casey about the book sale and will check in with the selectboard. Will discuss and plan further at future meetings

7) Adjourn- 7:13pm

8) Future Meetings:

- a. May 10, 2021
- b. June 14, 2021
- c. July 12, 2021

The Library welcomes public participation at all Trustee meetings. Meetings are accessible weather permitting on the Chelsea Green or via Zoom. Please contact [meganbrehaut@gmail.com](mailto:meganbrehaut@gmail.com) for connection info.