

Chelsea Board of Library Trustees Meeting

April 14, 2020, 7 pm

(phone conference due to Corona Virus stay at home state ordinance)

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

- Call to Order: 7:03 pm
- Public Presentation and Comments
 - none
- Adjustments to the Agenda
 - Add a request to talk about the book sale
- Reports
 - Treasurers report- Phyllis gave an update on the status of accounts and fundraising needs going forward
- Actions
 - Motion made and seconded to accept minutes from February meeting
 - Motion made and seconded to approve the treasurer's report
- Librarian Report
 - Circulation was high for March (likely because people were borrowing lots of materials in anticipation of a statewide stay at home order)
 - The Summer Performer grant we were awarded can be used in the fall if we don't use it this summer
 - Elizabeth has been calling patrons to check-in. This has been going well.
 - Elizabeth continues to update the library website with useful and relevant information
 - Susan will call Caro Bick to check in about leaving exhibit up for longer to give people the chance to view it
 - Started to discuss what it will look like when books start to return. When this happens we will be checking in to see if Elizabeth will need extra help
 - Elizabeth has continued to stay in touch with other librarians and has attended many webinars
 - Motion made and seconded to accept Elizabeth's report
- Old Business- none
- New Business
 - At our April 30th meeting will discuss and decide how to proceed with cleaning and the salary for that position
 - Elizabeth has continued to put together books and materials for pick-up
 - We will hold off on ordering new books at this time
 - Plant sale:
 - cannot happen on May 10th this year as planned as we will still be under the stay at home order

- Due to the uncertainty of how long the stay at home order will last we will not do the plant sale this year. We will add this information to our website and let people know how they can shop at and support the Piermont Plant Pantry
- Update on COVID-19 policies and adaptations- none
- Update on general expenses during library closure
 - Computers have largely been unplugged and the heat has been turned down
- ILL Courier System Update
 - The state library system has switched courier services
 - We will now be using Priority Express, this will continue to be a once a week service
 - Courier services are suspended at this time
- Information on Town Unemployment Insurance
 - We have unemployment insurance through the town
- Book Sale Update
 - Cannot happen in conjunction with the flea market as the flea market has been canceled for this year
 - We will not have a book sale at the beginning of the summer. We will look at the possibility of having a sale at the end of the summer/ fall
- Adjourn- Motion made and seconded to adjourn at 8:02 pm
- Future Meetings
 - April 27, 2020
 - May 11, 2020
 - June 8, 2020
 - July 13, 2020
 - Please contact Susan Morse at 685-7784 for information to connect with the phone conference