

## Chelsea Board of Library Trustees Meeting

May 11, 2020, 7 pm

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

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

- Call to Order: 7:03
- Public Presentation and Comments- none
- Adjustments to the Agenda- none
- Reports
  - Motion made and approved to accept the minutes for April
  - Motion made and approved to accept the treasurer's report from April
    - No new treasurers report at this time, Phyllis gave an update a couple of weeks ago, not much has changed since then
    - Elizabeth will call the rug cleaning company to make sure that they know we don't need their services until we reopen
    - Currently, our only regular expense is the telephone bill
    - The Quickbooks purchase (approx \$200) will come out of the supplies fund
  - Librarian Report
    - Curbside pickup has been staying popular
    - Website traffic is staying consistent
    - Summer reading- Elizabeth is working on designing a summer reading program, this won't happen at the farmers market this year
    - Elizabeth is talking with Kate McClean about organizing a storytelling project
    - Elizabeth has been participating in many webinars and keeping in touch with librarians around the state
    - Elizabeth has begun to draft a policy around reopening, we will meet sometime to discuss how to move forward and what our reopening will look like. Before we open we will need to gather more disinfecting supplies (wipes, hand sanitizer)
- Old Business- none
- New Business
  - Update on COVID-19 policies and adaptations- covered in the librarian's report and subsequent discussion
  - Update on Inter-Library Loan- The state would like to start the ILL system up soon. Do we want to start with Priority Express now or wait until we reopen(this costs us \$20 per week)? For now, we won't start up with the currier service. We will wait to make a decision on this when we plan for reopening.

- We discussed setting up a free book table on the North Common one Saturday once the weather improves. Everyone was in favor of this idea
- Check in about Book Sale Prep- Casey has made great progress sorting books for a future book sale
- Check-in on Library Cleaning/arrangement with Lynette- Elizabeth will ask Lynette if she'd be willing to come in and remove the books from the shelves and clean all of the dust/debris from the shelves
- Art Exhibit Update- Susan has checked in with some of the artists who were supposed to have upcoming exhibits
- Review Budget revisions- Susan and Elizabeth have been working to look at expenses we can cut and where we can save money in the budget. We will check back in on this later
- Adjourn- 7:55
- Future Meetings:
  - June 8, 2020
  - July 13, 2020
  - August 10, 2020