

Board of Library Trustees
Meeting Minutes 5-8-17

Attendees:

Susan Morse, Chair	Toni Gildone, Children's Librarian
Phyllis Hayward, Treasurer	
Megan Campbell, Co-Chair	
Elizabeth Morrison, Librarian	

Call To Order: Susan called the meeting to order at 6:02 pm on May 8, 2017.

Presentations and Comments Public: Several commented on a great attendance for the open house held to meet our new librarian. It was festive and great to meet new members of the Chelsea Library community.

Adjustments: The agenda was adjusted by changing Bylaws to Policies under New Business

Reports: Moved to approve April 2017 minutes, and it was seconded. Susan moved to approve the Treasurer's Report and Megan seconded and the motion passed. Phyllis feels there is a lot of money that is not earning a return. She will contact a financial planner to come to talk with the Board. There was some discussion about whether to continue with using a petty cash system. The staff felt that having petty cash made it easier to get reimbursed for necessary items. Phyllis will develop a petty cash report to be filled out when any money is spent. The librarian will purchase cleaning supplies when requested from the cleaning person.

Elizabeth went over her report and stated that she felt some of the stats were not accurate when compared to other months. She will talk with Virgil or Jesmonth to see if she was doing it correctly. The phones were down one day and E C Fiber came to troubleshoot and find the problem.

Old Business: Toni reported that the Friends of Chelsea Library group will be meeting for the first time on May 24 at 6 at the library. She has 14 people so far interested in some capacity. They will begin to work on the organizational aspect of group. Toni will design a flyer and put it in all of the media places. There was some discussion about trying to get grants to pay the organizational cost. The Board supports the program and is willing to pay for the 501 c non-profit organizational costs.

Susan read an email from Sarah suggesting that we advertise in the newspaper for books. The group decided the cost was too much. Susan will email Sarah to not take out the ads but to continue to post it on Front Porch Forum. Elizabeth will make a large sign for the front of desk asking for donations of books for our sale. Susan suggested we need a lead person to work the book sale. Toni said Betsy Button volunteered to spearhead the book sale. The Board related that we would certainly help with physical support. Toni will talk with Betsy to see how she wants to run the event.

The plant sale details were discussed. Phyllis and Susan will go over to Abbie's this week to finalize what plants we want to sell. Susan will do article for Herald for tomorrow and prepare a price list. Phyllis has put it in the calendars, the Herald, put up signs, and will set up the tripod in front of green on Saturday. Susan put up the plant sign in front of Library. So far we have Phyllis and Susan setting up at 8. Megan will work from 9:30-10:30. Phyllis will contact Sarah and Mark to see where they are available,

New Business: The group reviewed the Open Meeting Law and agreed we could all work harder to meet laws around doing business through emails. We will continue to work to follow the law appropriately.

We started to work on rewriting the Policy of the Library. A follow up meeting will be held on Monday, May 15th at 6 at the library to continue the process.

A motion was made to enter Executive Session at 8 o'clock. The Board came out of executive session at 8:15. The Board voted to approve Toni's Contract as written.

Meeting adjourned at 8:15