

Meeting Minutes- May 8, 2023
CHELSEA BOARD OF LIBRARY TRUSTEES

Attendance: Chintana Herrin, Kezia Freyjo, Jess Anderson, Veronica Golden, Suzanne Turner, Phyllis Hayward

1. Call to Order- 6:03
2. Public Presentation and Comments- none
3. Adjustments to the Agenda
 - a. Add “emergency/safety plans” item to the agenda
 - b. Add plant sale item to the agenda
4. Approval of the Minutes from the April Trustee Meeting
 - a. Suzanne moved to approve the April meeting minutes, Chintana seconded
5. Treasurer’s Report
 - a. Review March report
 - b. Review April report
 - i. Suzanne made a motion to approve the March and April treasurers reports, Jess seconded
 - c. Treasurer transition from Phyllis Hayward to Chintana Herrin
 - i. Adding Chintana to bank account
 1. Suzanne made a motion to add Chintana Herrin and Kezia Freyjo to the bank account and to remove Phyllis Hayward and Megan Campbell from the account, Jess seconded. Motion was unanimously approved by trustees.
6. Librarian’s Report
 - a. Programming update: Vets and Friends coffee hour, poetry workshop with Taylor Katz and Crafting with Debi were all well attended
 - b. Upcoming programming: plant swap, summer reading events at the Farmers Market, Friends and Vets coffee hour, VINS live animal presentation, drop in tech help
 - c. Statistics: borrowing and visiting trends are similar to past monthly/yearly trends

- d. Veronica has done site visits to several local public libraries to talk with other librarians about lending, physical space, policies, workflow management and other topics. Discussed some of Veronica's observations
 - e. Phyllis made a motion to approve the board's decision to put 7 hours back into Veronica's vacation bank. Since she has already been paid for those 7 hours we will subtract 7 hours from this pay period. Suzanne second.
 - f. Collections maintenance update for our "Vermont" collection: Veronica is reorganizing and updating this selection. Many of the more current titles will be moved into the general collection for browsing and borrowing. Older materials, that may be more difficult or impossible to replace, are being moved to in-library use only.
7. Other Items
- a. Inter Library Loans deep dive
 - i. [Policy revision](#)
 - 1. Will revisit ILL at next meeting
 - 2. Jess made a motion to approve edits as made by Veronica to the Circulation Policy, Chintana seconded
 - b. Library maintenance, running list
 - i. Kezia will create a google doc where we can collect ideas
 - c. Decide on summer hours
 - i. Shift in hours: Mondays will be 9-2 instead of 1-6
 - ii. Summers hours will run from June 12th-August 28th
 - 1. Advertising will include: posters, sandwich board, social media
 - 2. Suzanne made a motion to approve the following summer hours: Monday's 9am-2pm, Tuesday-Friday 1pm-6pm and 1st and 3rd Saturdays, 9am-2pm. This will start on June 12 and go until August 28th. Chitana seconded
 - d. Trustee members + friends of the library, candidate list
 - i. Kezia will email Megan to get more information about the Friends of Library (dormant?) bank account
 - ii. There will be an opening on the board of Trustees. We will solicit interest from the community. Chintana will draft a letter/ad
 - e. Date for trustee retreat
 - i. Kezia will email state contact to see if trustee retreat needs to be public/warned
 - ii. Kezia will draft and share an agenda
 - f. "Emergency/safety plans"

- i. We will continue to think about and discuss safety plans for the librarian and the library. Discussed that a safety policy will need to be created in the future
- g. Plant sale
 - i. Friday- Phyllis will go to the nursery to pick out plants
 - ii. Saturday- set up books and plants in the morning (7:30)

8. Adjourn- 8:13pm

9. Future Meetings

- a. June 12
- b. July 10
- c. Aug 14
- d. Sep 11
- e. October 9
- f. November 13
- g. December 11