

Board of Library Trustees  
Meeting Minutes 6-12-17

**Attendees:**

Toni Gildone, Children's Librarian    Betsy Button  
Phyllis Hayward, Treasurer            Mark Lembke, Trustee  
Sarah Caouette, Secretary            Megan Campbell, Co-Chair  
Elizabeth Morrison, Library Director

Mark brought the meeting to order at 6:10 pm on June 12, 2017 and asked if there were any adjustments to the agenda. **Moved to approve May 2017 minutes, and it was seconded.**

**Adjustments-**

- Sarah brought a mock-up of the Book Sale/ Flea Market poster for approval and edit suggestions
- Betsy would arrive @ 6:30 to discuss what she needs in preparation of the upcoming book sale

**Update on Farmer's Market Events-**

It has been a slow start to the market season and it was reflected in this year's pie sale. Toni reported that the fundraiser raised \$273, which is \$100 less than the year prior.

Toni also asked if anyone on the board was willing to donate a blender or ingredients for the next STEM event at the market (6-16-17). Board members offered to donate frozen fruit and blenders.

**Treasurer's Report-**

Phyllis is expecting another town appropriations check soon (\$9,000). She updated the board on the numbers from the plant sale. The prices per potter were lower than the year prior. However, all the plants were sold, and they only came in slightly under the gross from last year. **Board moved to accept the treasurer's report, and it was seconded.**

**Librarian's Report-**

Elizabeth reported that there wasn't much of a change in traffic to the library. She proposed coming up with a better system for keeping track of computer usage, as people are not consistently using the sign-up sheet provided. She also needs to find a replacement mouse for one of the computers.

Elizabeth doesn't know how the bridge work will affect patron traffic in the library. Anticipates it might go down. Board suggested posting detour information in the library.

More book donations have come in. The sign out front seems to be working...

There will be changes to the inter-library loan system. Toni and Phyllis asked if they would still need to have two green tubs on site with the new system. Elizabeth explained that it would still be required by the Green Mountain Messengers service.

The New England Library Association has a conference coming up, which Elizabeth would like to attend. Librarian's who attend will have the opportunity to select 30-40 free YA/Juvenile books to add to their collection. They also offer scholarships to cover the cost of the conference. Board agreed it would be in the library's best interest for her to attend.

### **Update on Friends of Chelsea Library-**

The next Friends of Chelsea Library meeting will be 6-13-17. Toni discussed the feedback she received from the group at the last meeting. They wanted to see more/better advertising for the library and library events, they wanted to see the library be more vital/active in the community, and they wanted more programming. Many were interested in doing a tech night. At the upcoming meeting, they will be talking about gearing up for fundraising for fall events. Since the library is typically slower in the summer months, and with the bridge work that will be happening, it makes sense to think ahead. Toni said she would propose the Silent Auction to the Friends group, and see if it is something they would like to take on this year. But she wanted to keep it open too, to see if the group wants to focus their energies on something else.

### **Book Sale-**

The library has the town hall booked Mon., June 2nd - Sat., June 8th. What Betsy is looking for is volunteers to help with the set-up and clean-up (especially Sunday). She already has volunteers for selling and sorting. The Flea Market is 9am-3pm.

Mark and Sarah volunteered to start bringing boxes down Monday the 2nd (beginning at 8am). Megan also volunteered a day during the week.

Betsy and the board discussed what to do with any remaining books, after the sale. Better World Books Vs. Recycling Center in Barre. Sarah will post an ad on FPF for book sale volunteers. Sarah will add hours to the poster and have them printed/distributed prior the sale.

Pricing:

\$1 for hardcover

50 cents for trade/paperback

\$2 per bag

### **Personnel-**

Elizabeth will provide a checklist for cleaning responsibilities in the library. A time card must also be completed by personnel and signed by the librarian, with an attached checklist. A performance evaluation will be done.

On Fridays, during the Farmer's Market, Elizabeth is scheduled to work 1-4pm and Toni 1-6pm. Which means there are two hours where Toni does not have coverage in the library to wrap up her summer reading programming at the market. Those two extra hours would also put Elizabeth over her contracted weekly hours, if she were to stay to help out.

The summer reading program is only 8-weeks long. The board feels it would be in the best interest of the library to approve those two extra hours for Elizabeth during those eight weeks. Phyllis asserted the budget had some flexibility.

### **CPL Policy-**

The board accepts the draft as is and will revisit it as necessary.

**Meeting adjourned @ 7:50pm**