

Board of Library Trustees
Meeting Minutes 9-10-18

Mark Lembke

Megan Campbell, Co-Chair

Sarah Caouette, Secretary

Elizabeth Morrison, Library Director

Phyllis Hayward, Treasurer

Meeting was brought to order at 6:10 pm on September 10, 2018. **Motion was made and passed to approve the July minutes. (Board did not meet in the month of August)**

Additions to Agenda- E.M. asked to review the policy/protocol regarding providing a tax-deductible receipt for non-monetary donations (in-kind donations, books etc.) According to the ALA (American Library Association) handbook/policy manual, libraries cannot assign a specific value to these non-monetary gifts: *“By law, libraries cannot assign a dollar amount to your donation, though they may give you a receipt with an item count. Donations may be tax deductible on your Federal or State tax return, but it is the donor's responsibility to assess the value (or seek a professional appraisal); consult your tax advisor.” - ALA.org*

Treasurer's Report-

- RE: the budget, the library can anticipate to receive two more Town appropriations for 2018.
- Phyllis proposed having Gale take over the payroll January 1st (she would also be responsible for accounts payable and reimbursements for invoices). ***No motion was made at this time.***
- Budget provided does not reflect the \$266 in donations taken in for the Library Benefit Show (Aug. 25th)

Librarian's Report-

- Patron traffic up to 891 visits in August from 730 in July. (Increase of over two hundred patron visits from August 2017!!) Busiest month yet! Total Circs were over 1,000
- Reviewed past events and upcoming events with board (see agenda)
- October 5th will be the next Tech Night - the library has a new tech volunteer willing to help with these events, as well as other technology-related projects.

- Art Reception for Mark Dixon, Friday, 9/28. Board members will provide food for this event.
- Harry Potter Mystery Dinner, Saturday, 10/13 - tickets are already on sale. S.C. offered to take pictures of the event
- Thanks to Toni G., the library received a small grant from Ben & Jerry's for the summer reading program "Read to Feed". Board discussed hosting a small event Saturday, October 13th @ 11am, inviting Chelsea Food Shelf Coordinators and Ben & Jerry's to attend. S.C. will contact press RE: event. Remaining funds from grant will go to creating an afterschool snack program at the library. Board members will provide food for this event.

Old Business-

- Board will revisit the process of creating a new logo for the library. E.M. will check in with Heidi A.G. to see if she is still interested/has time. Other options may need to be explored.

New Business-

- Board discussed library participation in the upcoming holiday fair, Saturday November 10th. S.M. will get in touch with Jennie RE: more details.
- Board discussed other possible events at the library,
 - A collaborative event w/ Chelsea Arts Collective for the Community Barn Quilt Trail Launch. S.C. will discuss with the Arts Collective. **Update-** *Scheduled in Town Hall, Saturday September 29th*
 - Showing the doc about sugaring and the Densmore family
 - Another writer's open mic
 - Spring Speaker Series w/ Humanities Council
 - Winter Book Club

Adjourned 7:50pm