

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting September 13, 2021 at 6:00 P.M.

At the Library or Weather Permitting on the Chelsea Green

Attendance: Jess Anderson, Veronica Golden, Suzanne Turner, Megan Campbell, Mark Lembke, Phyllis Hayward

- 1) Call to Order - 6:05
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda - none
- 4) Approval of the Minutes for the August Emergency Meeting - motion made and seconded to approve the minutes from the August emergency meeting
- 5) Treasurer's Report
 - a. Phyllis gave an update on current state of budget
 - b. Motion made and seconded to approve the treasurer's report
- 6) Old Business
 - a. Sign the Librarian Contract - done!!
 - b. Mask Policy for the Library - Will keep signage near the door encouraging/ asking patrons to wear masks. Will revisit/ adapt policy as needed
 - c. Library Coverage - Subs are lined up for the next couple of weeks
- 7) New Business
 - a. Community Introduction of the New Librarian - Will have a "meet and greet" booth at the Farmers Market on 10/24 with some snacks. To do list:
 - i. Megan will check on coverage for that time
 - ii. Suzanne will check with the friends about making food
 - iii. Mark - cider
 - iv. Jess- paper products
 - v. Megan - tablecloth and flowers
 - vi. Phyllis and Suzanne - advertising
 - b. Library Orientation Needs - Deb and Elizabeth are available to

train Veronica. Veronica is going to connect with Elizabeth through Zoom

- c. Sub Recognition and Future Training -
 - i. We want to recognize the amazing subs that have gotten us through the past few months. Suzanne will make cards and we will purchase gift certificates
 - ii. We have an account with DPS that we can use to do free background checks on subs going forward
- d. Harmonizing Library and Selectboard Policies - We will revisit this in the future and will have ongoing communication with the select board
- e. Megan will check in with Kasey about inventory and doing a fall book sale/ bake sale
- f. New York Life- motion was made and seconded to change the names on the account to list Phyllis and Megan

9) Adjourn - 7:10

10) Future Meetings:

- a. October 11, 2021
- b. November 8, 2021
- c. December 13, 2021