

CHELSEA BOARD OF LIBRARY TRUSTEES

September 14, 2020 at 7:00 P.M.

Via Zoom Conferencing 2276

Attendance: Phyllis Hayward, Megan Campbell, Jessica Anderson, Elizabeth Morrison, Mark Lembke

- 1) Call to Order - 7:03pm
- 2) Public Presentation and Comments - none
- 3) Adjustments to the Agenda
- 4) Reports
 - a. Action: Approval of Minutes for August- motion made and seconded to accept the minutes from the last meeting
 - b. Action: Approval Treasurer's Report
 - i. Phyllis will check in with the town treasurer on the status of the Roberts Fund for this year
 - ii. The treasurer's report is pretty much as expected. Not much coming in or going out
 - iii. Motion made and seconded to accept the treasurer's report
 - c. Librarian Report
 - i. Patrons for August 2020
 1. Total Patrons for the month- **334**
 2. Patrons at window- **267**
 3. Using Computers- **4**
 4. Using LUV- **23**
 5. Programming- **44**
 6. Website visits- **466**
 - ii. Browsing by appointment has been going well
 - iii. There is a virtual meeting for trustees of the library that is happening later this month
- 5) Old Business
 - a. Book Sale planning
 - i. 10 am-2 pm, Saturday 19th

- ii. Casey has done a great job sorting and prepping all of the donated books
- iii. Volunteers: Mark, Megan and Elizabeth can help to set up (start at 8:30), Jess and Megan will help with pick up. Phyllis will assist Casey from 10-12, Jess and Megan will assist from 12-2.
- iv. Payment will be done by donation, we need a donation jar or box

b. Browsing by Appointment

- i. This system has been going well. Partons have been using the computer, printer and checking out materials
- ii. At our October meeting we will discuss opening the library for more in-person browsing

c. New Board Member Search

- i. We discussed potential new members, Megan will begin reaching out to people to gauge their interest

d. Board Positions, Potential Reorganization

- i. Mark will take on the role of vice-chair

6) New Business

- a. Fundraising during 2020- not much happening on this front,
- b. Elizabeth will be stepping down to take a full-time position, her final date will be October 1st or 2nd
 - i. We will begin advertising soon. Megan will look for our past posting and job description. Megan and Elizabeth will meet to edit and update the listing
 - ii. We will meet again towards the end of the month to make plans for moving forward. We will meet on the 28th at the Library at 6pm

7) Adjourn- 8:09pm

8) Future Meetings:

- a. September 28, 2020 at 6 pm at the library
- b. October 12, 2020
- c. November 9, 2020
- d. December 14, 2020

